NovaCore CMS User's Manual 2012

2/9/2012

NovaCore Compliance Management System
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Framework Menu Functions

This First chapter covers all frameworks Menu functions within NovaCore

AQTF/SNR, CRICOS & GTO:

- AQTF/SNR, CRICOS & GTO Essential Standards
- Policies
- Procedures
- Forms
- Manuals
- Other
- All

Document View:

- Revision History
- Document History
- Deleted History
- Current Documents
- Latest Documents

Document Ctrl:

- Edit
- Approve
- Revise
- Print
- Export as Original or PDF
- Delete

Reports

- Summary Pack
- Document Register

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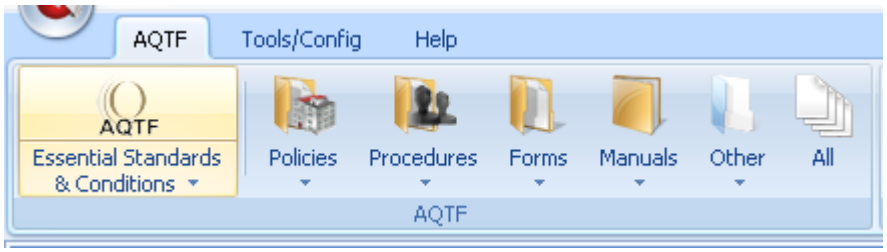
Essential Standards and Conditions

The Essential Standards and Conditions Menu button opens the heart of the Frameworks.

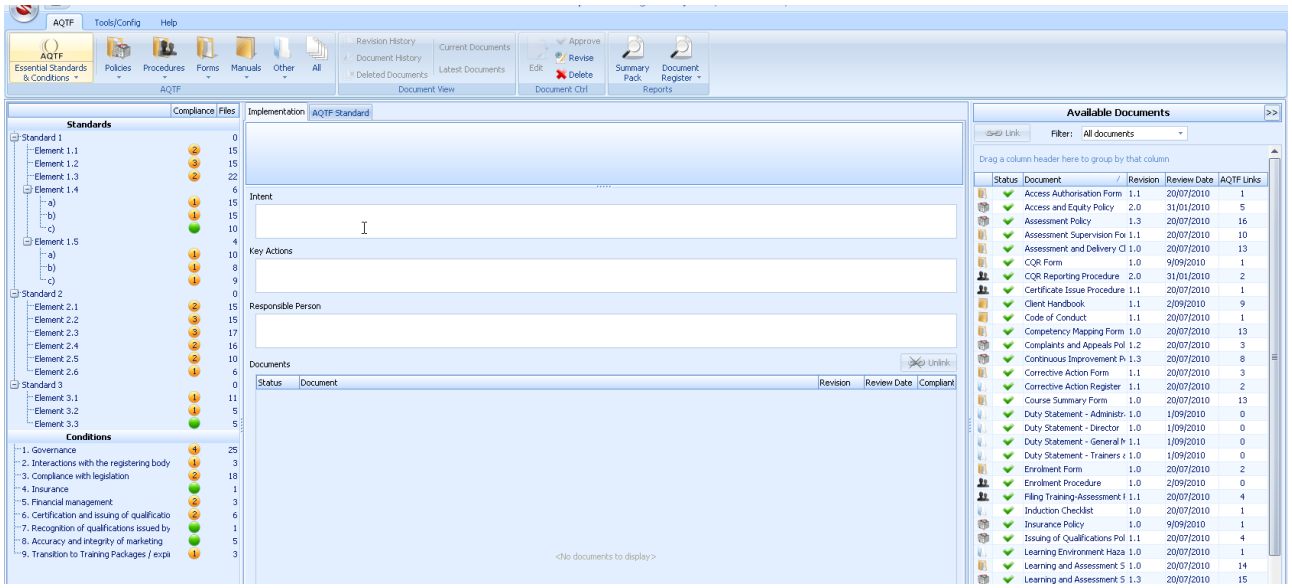
This window displays the: *(for all examples the AQTF framework is used)*

- Essential Standards
- Conditions of Registration *(The SNR will show Standards only and GTO Clauses)*
- Implementation Information
- Standard and Terminology associated to each Standard or Condition
- Documents Linked to the Standards and Conditions
- Document Register (Filtered) for linking documents to the Standard or Condition



To go to the AQTF Essential Standards and Conditions screen:

1. Click on the Home Menu tab and then click the AQTF Essential Standards and Conditions button



2. The screen is divided into 3 key sections:
    a. A tree view of the Essential Standards and Conditions
    b. The Implementation Criteria and Linked Documents

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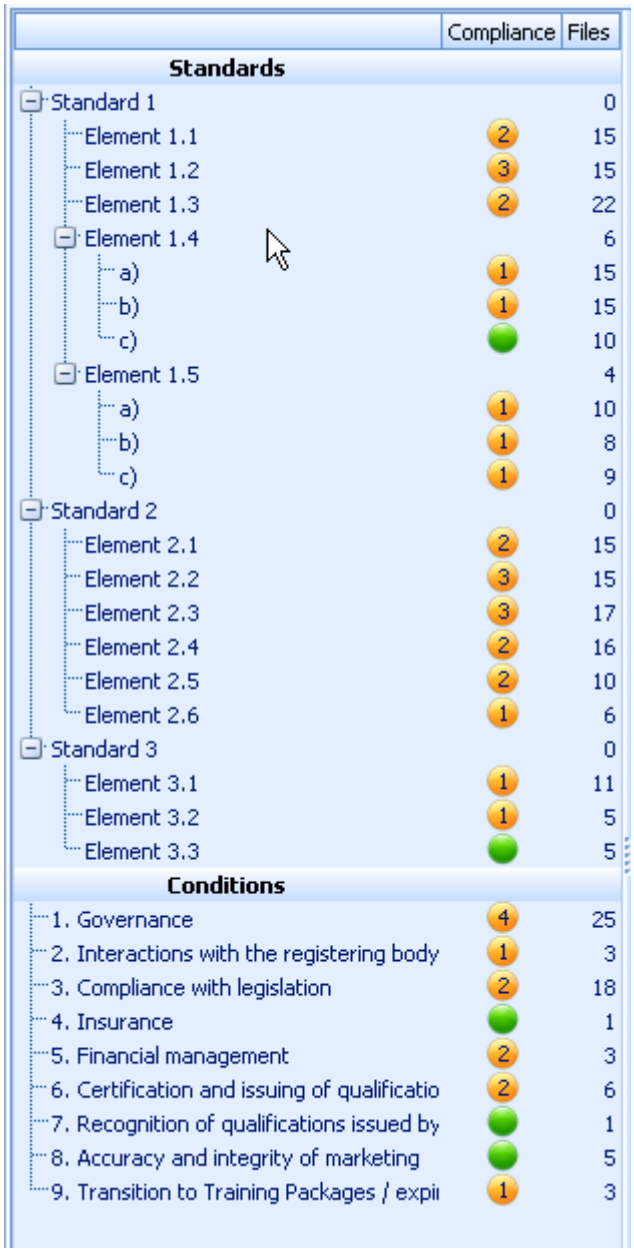
c. Available Documents for Linking

Tree View of Essential Standards and Conditions

The tree view of the Essential Standards and Conditions is divided into 3 columns:

- The Essential Standards and Conditions
- Compliance
- Files

The Essential Standards and Conditions Column



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3. The Standards column shows the associated numbering for that Essential Standards and Conditions from the AQTF2010 Handbook

4. The Compliance column shows the status of compliance against each Essential Standards and Conditions. This has been given a 'Traffic Light' scenario:

    - Red Ball: Non-Compliant
        - No documents linked
        - A linked document(s) is past its review date
    - Yellow Ball:
        - A linked document(s) is coming up for review
    - Green Ball:
        - Compliant
5. The Files column displays the number of documents that are linked to that particular Essential Standard or Condition

The Implementation Criteria and AQTF Standard Column

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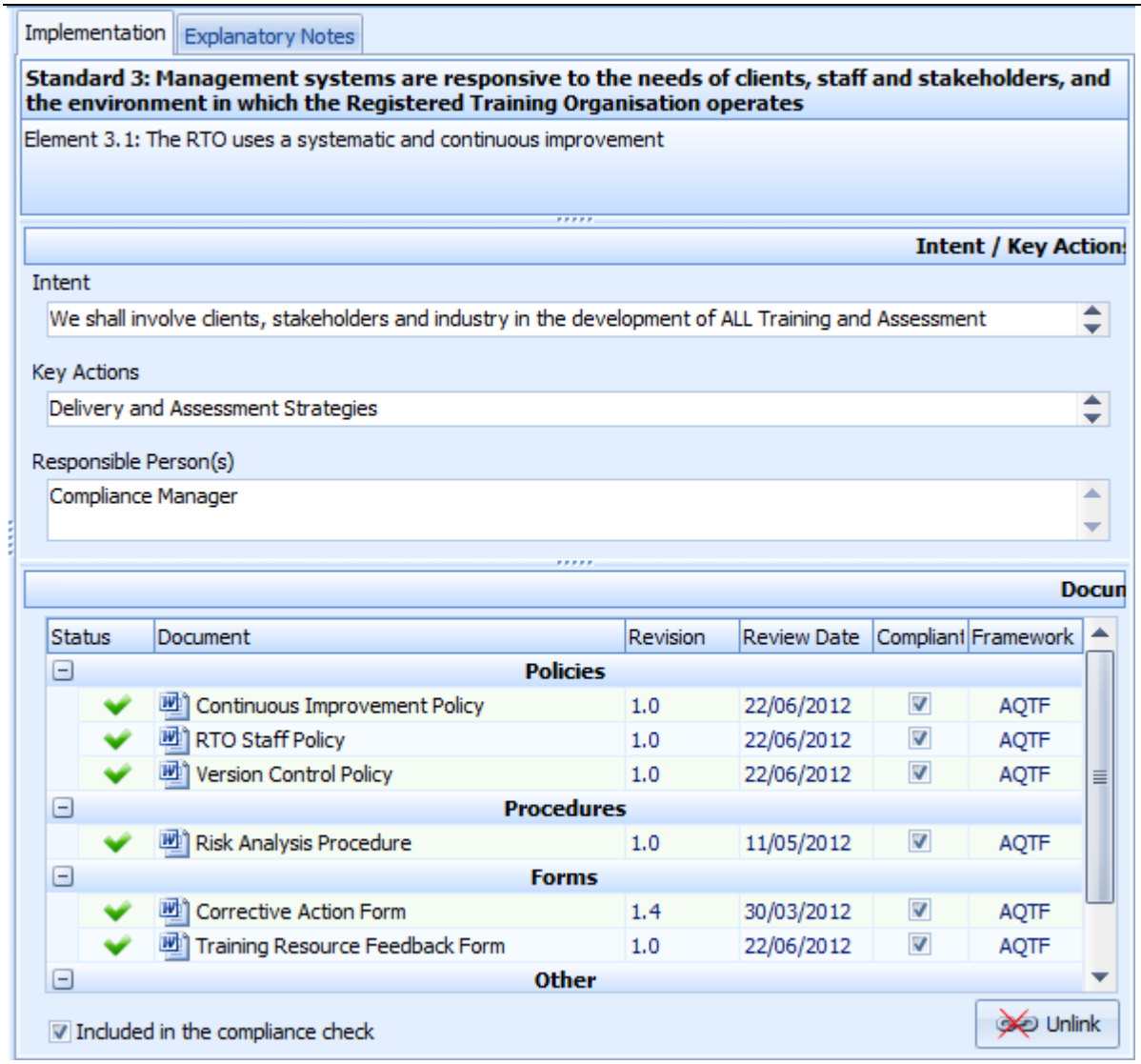
Implementation
Explanatory Notes
Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the Registered Training Organisation operates
Element 3.1: The RTO uses a systematic and continuous improvement
Intent / Key Action
Intent
We shall involve clients, stakeholders and industry in the development of ALL Training and Assessment
Key Actions
Delivery and Assessment Strategies
Responsible Person(s)
Compliance Manager
Docun
Status
Document
Revision
Review Date
Compliant
Framework
Policies
Continuous Improvement Policy 1.0 22/06/2012 AQTF
RTO Staff Policy 1.0 22/06/2012 AQTF
Version Control Policy 1.0 22/06/2012 AQTF
Procedures
Risk Analysis Procedure 1.0 11/05/2012 AQTF
Forms
Corrective Action Form 1.4 30/03/2012 AQTF
Training Resource Feedback Form 1.0 22/06/2012 AQTF
Other
Included in the compliance check
Unlink

6. The Implementation tab is split up into 4 key areas:

    - Intent
    - Key Actions
    - Responsible Persons
    - Documents

7. The Intent field is used to describe how the RTO intends to meet compliance to that standard or condition
8. The Responsible Persons field is used to outline which staff member is responsible for monitoring that standard or condition
9. The Key Actions field is used to describe the actions you have used to implement or maintain compliance and to list any review notes associated to maintaining compliance
10. The Documents field shows a list of all documents linked in their separate category type:
    a. Policy
    b. Procedure
    c. Forms

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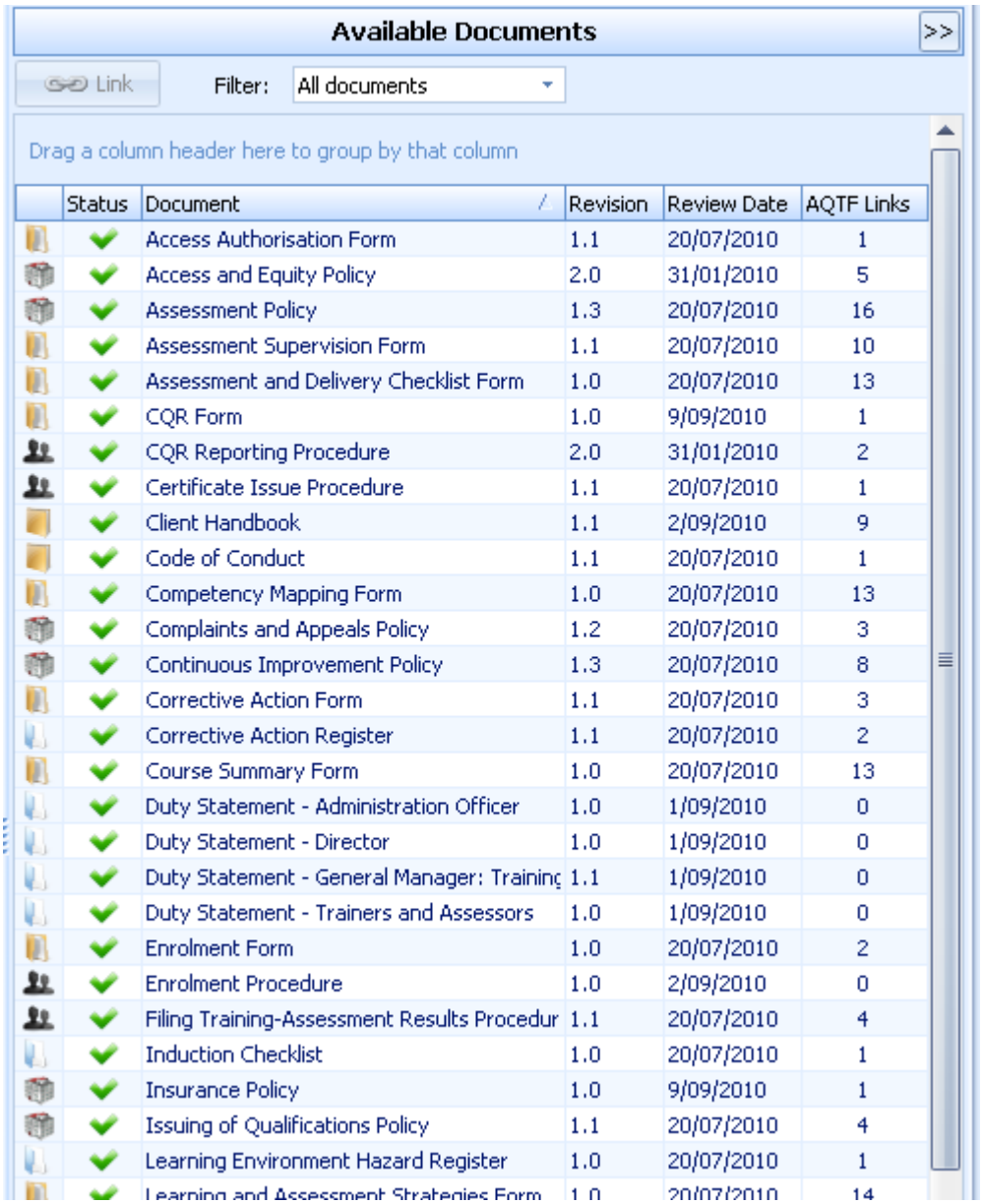
d. Manuals
e. Other

11. The Documents field also show the:
    a. Status
    b. Document (Name)
    c. Revision
    d. Review Date
    e. Compliant Check box

Available Documents Column



	Status	Document	Revision	Review Date	AQTF Links
	✔	Access Authorisation Form	1.1	20/07/2010	1
	✔	Access and Equity Policy	2.0	31/01/2010	5
	✔	Assessment Policy	1.3	20/07/2010	16
	✔	Assessment Supervision Form	1.1	20/07/2010	10
	✔	Assessment and Delivery Checklist Form	1.0	20/07/2010	13
	✔	CQR Form	1.0	9/09/2010	1
	✔	CQR Reporting Procedure	2.0	31/01/2010	2
	✔	Certificate Issue Procedure	1.1	20/07/2010	1
	✔	Client Handbook	1.1	2/09/2010	9
	✔	Code of Conduct	1.1	20/07/2010	1
	✔	Competency Mapping Form	1.0	20/07/2010	13
	✔	Complaints and Appeals Policy	1.2	20/07/2010	3
	✔	Continuous Improvement Policy	1.3	20/07/2010	8
	✔	Corrective Action Form	1.1	20/07/2010	3
	✔	Corrective Action Register	1.1	20/07/2010	2
	✔	Course Summary Form	1.0	20/07/2010	13
	✔	Duty Statement - Administration Officer	1.0	1/09/2010	0
	✔	Duty Statement - Director	1.0	1/09/2010	0
	✔	Duty Statement - General Manager: Training	1.1	1/09/2010	0
	✔	Duty Statement - Trainers and Assessors	1.0	1/09/2010	0
	✔	Enrolment Form	1.0	20/07/2010	2
	✔	Enrolment Procedure	1.0	2/09/2010	0
	✔	Filing Training-Assessment Results Procedur	1.1	20/07/2010	4
	✔	Induction Checklist	1.0	20/07/2010	1
	✔	Insurance Policy	1.0	9/09/2010	1
	✔	Issuing of Qualifications Policy	1.1	20/07/2010	4
	✔	Learning Environment Hazard Register	1.0	20/07/2010	1
	✔	Learning and Assessment Strategies Form	1.0	20/07/2010	14

12. The Available Documents column is split up into 6 headers:
    a. Document Type icon

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b. Status
c. Document (Name)
d. Revision
e. Review Date
f. AQTF Links

Note: This is a filtered view of all the document properties. To see more information on the documents you need to open up the associated Document Registers using the menu items:

- *Policies*
- *Procedures*
- *Forms*
- *Manuals*
- *Other*

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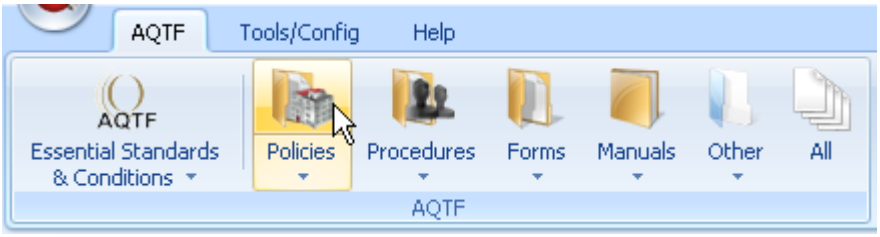
Policies

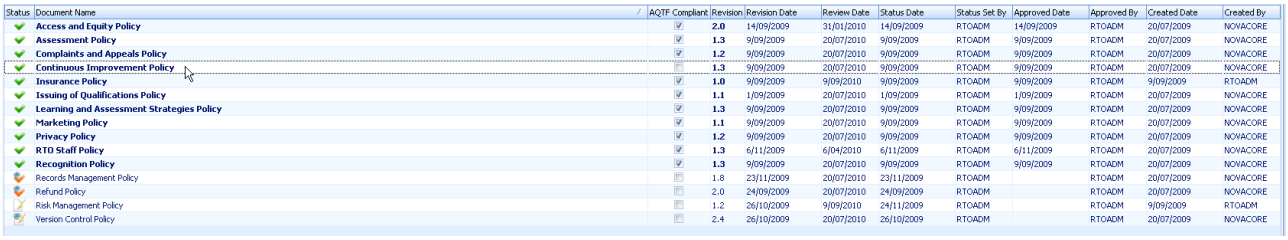
This menu feature displays the Policy Document Register

To access this register:

1. Click on the Desired Framework Tab then click on the icon on the Policies menu button



2. This will then open the Policy Document Register



Status	Document Name	AQTF Compliant	Revision	Revision Date	Review Date	Status Date	Status Set By	Approved Date	Approved By	Created Date	Created By
	Access and Equity Policy		2.0	14/09/2009	31/01/2010	14/09/2009	RTOADM	14/09/2009	RTOADM	20/07/2009	NOVACORE
	Assessment Policy		1.3	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Complaints and Appeals Policy		1.2	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Continuous Improvement Policy		1.3	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Insurance Policy		1.0	9/09/2009	9/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	9/09/2009	RTOADM
	Issuing of Qualifications Policy		1.1	1/09/2009	20/07/2010	1/09/2009	RTOADM	1/09/2009	RTOADM	20/07/2009	NOVACORE
	Learning and Assessment Strategies Policy		1.3	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Marketing Policy		1.1	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Privacy Policy		1.2	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	RTO Staff Policy		1.3	6/11/2009	6/04/2010	6/11/2009	RTOADM	6/11/2009	RTOADM	20/07/2009	NOVACORE
	Recognition Policy		1.3	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Records Management Policy		1.8	23/11/2009	20/07/2010	23/11/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	Refund Policy		2.0	24/09/2009	20/07/2010	24/09/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	Risk Management Policy		1.2	26/10/2009	9/09/2010	24/11/2009	RTOADM		RTOADM	9/09/2009	RTOADM
	Version Control Policy		2.4	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE

3. The Document Register is split into 14 headers:
    a. Status (***Refer to Snippets***)
    b. Document Name
    c. Compliant *(For the Example AQTF is Used)*
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By
    h. Review Date
    i. Approved Date
    j. Approved By
    k. Created Date
    l. Created By
    m. Private (***Refer to Snippets***)
    n. Public (***Refer to Snippets***)

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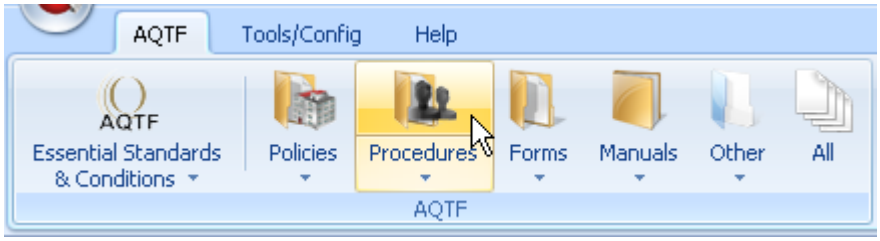
Procedures

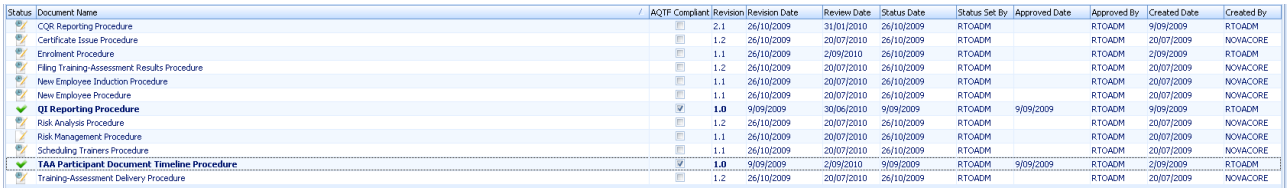
This menu feature displays the Procedure Document Register

To access this register:

1. Click on the Desired Framework Tab then click on the icon on the Procedures menu button



2. This will then open the Procedure Document Register



Status	Document Name	AQTF Compliant	Revision	Revision Date	Review Date	Status Date	Status Set By	Approved Date	Approved By	Created Date	Created By
	CQR Reporting Procedure		2.1	26/10/2009	31/01/2010	26/10/2009	RTOADM		RTOADM	9/09/2009	RTOADM
	Certificate Issue Procedure		1.2	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	Enrolment Procedure		1.1	26/10/2009	2/09/2010	26/10/2009	RTOADM		RTOADM	2/09/2009	RTOADM
	Filing Training-Assessment Results Procedure		1.2	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	New Employee Induction Procedure		1.1	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	New Employee Procedure		1.1	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	QI Reporting Procedure		**1.0**	9/09/2009	30/06/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	9/09/2009	RTOADM
	Risk Analysis Procedure		1.2	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	Risk Management Procedure		1.1	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	Scheduling Trainers Procedure		1.1	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
	TAA Participant Document Timeline Procedure		**1.0**	9/09/2009	2/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	2/09/2009	RTOADM
	Training-Assessment Delivery Procedure		1.2	26/10/2009	20/07/2010	26/10/2009	RTOADM		RTOADM	20/07/2009	NOVACORE

3. The Document Register is split into 14 headers:
    a. Status (***Refer to Snippets***)
    b. Document Name
    c. Compliant *(For the Example AQTF is Used)*
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By
    h. Review Date
    i. Approved Date
    j. Approved By
    k. Created Date
    l. Created By
    m. Private (***Refer to Snippets***)
    n. Public (***Refer to Snippets***)

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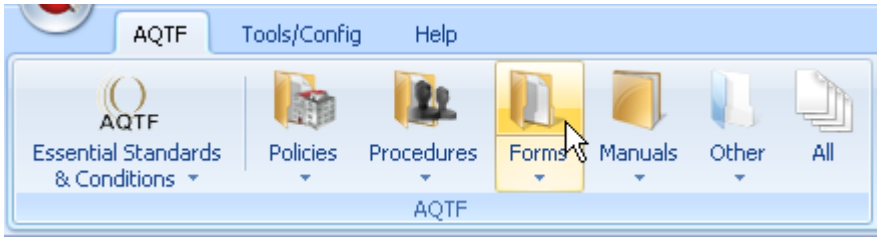
Forms

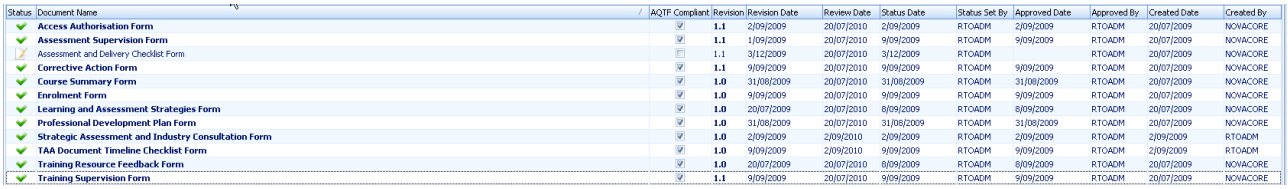
This menu feature displays the Forms Document Register

To access this register:

1. Click on the Desired Framework Tab then click on the icon on the Forms menu button



2. This will then open the Forms Document Register



Status	Document Name	AQTF Compliant	Revision	Revision Date	Review Date	Status Date	Status Set By	Approved Date	Approved By	Created Date	Created By
✓	Access Authorisation Form	☑	1.1	2/09/2009	20/07/2010	2/09/2009	RTOADM	2/09/2009	RTOADM	20/07/2009	NOVACORE
✓	Assessment Supervision Form	☑	1.1	1/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
✎	Assessment and Delivery Checklist Form	☐	1.1	3/12/2009	20/07/2010	3/12/2009	RTOADM		RTOADM	20/07/2009	NOVACORE
✓	Corrective Action Form	☑	1.1	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
✓	Course Summary Form	☑	1.0	31/08/2009	20/07/2010	31/08/2009	RTOADM	31/08/2009	RTOADM	20/07/2009	NOVACORE
✓	Enrolment Form	☑	1.0	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
✓	Learning and Assessment Strategies Form	☑	1.0	20/07/2009	20/07/2010	8/09/2009	RTOADM	8/09/2009	RTOADM	20/07/2009	NOVACORE
✓	Professional Development Plan Form	☑	1.0	31/08/2009	20/07/2010	31/08/2009	RTOADM	31/08/2009	RTOADM	20/07/2009	NOVACORE
✓	Strategic Assessment and Industry Consultation Form	☑	1.0	2/09/2009	2/09/2010	2/09/2009	RTOADM	2/09/2009	RTOADM	2/09/2009	RTOADM
✓	TAA Document Timeline Checklist Form	☑	1.0	9/09/2009	2/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	2/09/2009	RTOADM
✓	Training Resource Feedback Form	☑	1.0	20/07/2009	20/07/2010	8/09/2009	RTOADM	8/09/2009	RTOADM	20/07/2009	NOVACORE
✓	Training Supervision Form	☑	1.1	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE

3. The Document Register is split into 14 headers:
    a. Status (***Refer to Snippets***)
    b. Document Name
    c. Compliant *(For the Example AQTF is Used)*
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By
    h. Review Date
    i. Approved Date
    j. Approved By
    k. Created Date
    l. Created By
    m. Private (***Refer to Snippets***)
    n. Public (***Refer to Snippets***)

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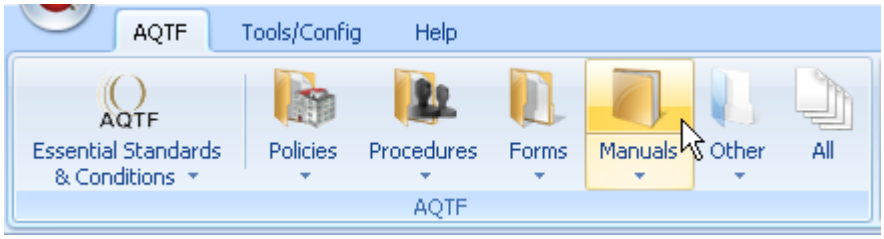
Manuals

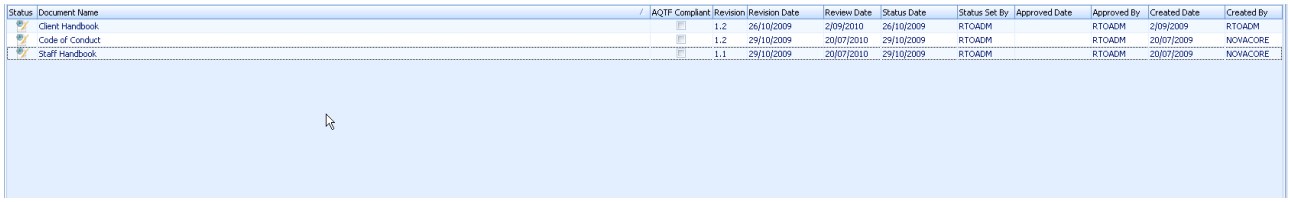
This menu feature displays the Manuals Document Register

To access this register:

1. Click on the Desired Framework Tab then click on the icon on the Manuals menu button



2. This will then open the Manuals Document Register



3. The Document Register is split into 14 headers:
    a. Status (***Refer to Snippets***)
    b. Document Name
    c. Compliant *(For the Example AQTF is Used)*
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By
    h. Review Date
    i. Approved Date
    j. Approved By
    k. Created Date
    l. Created By
    m. Private (***Refer to Snippets***)
    n. Public (***Refer to Snippets***)

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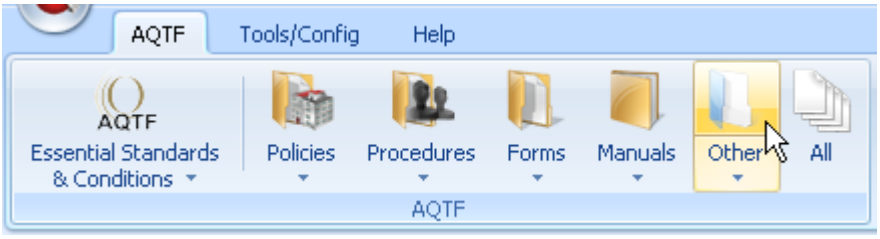
Other

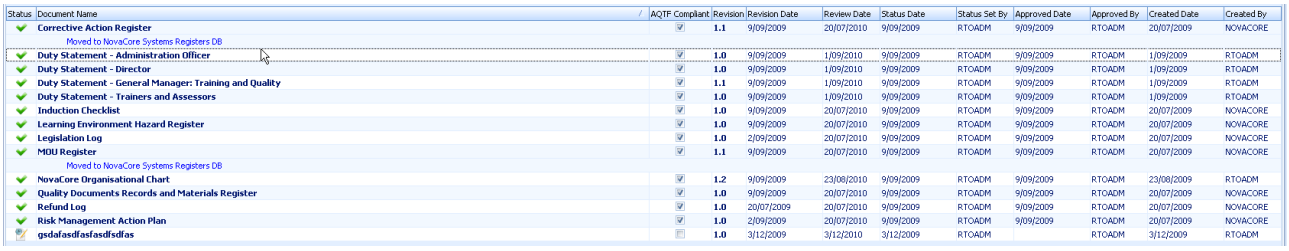
This menu feature displays the Other Document Register

To access this register:

1. Click on the Desired Framework Tab then click on the icon on the Other menu button



2. This will then open the Other Document Register



Status	Document Name	AQTF Compliant	Revision	Revision Date	Review Date	Status Date	Status Set By	Approved Date	Approved By	Created Date	Created By
	Corrective Action Register		1.1	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Moved to NovaCore Systems Registers DB										
	Duty Statement - Administration Officer		1.0	9/09/2009	1/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	1/09/2009	RTOADM
	Duty Statement - Director		1.0	9/09/2009	1/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	1/09/2009	RTOADM
	Duty Statement - General Manager: Training and Quality		1.1	9/09/2009	1/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	1/09/2009	RTOADM
	Duty Statement - Trainers and Assessors		1.0	9/09/2009	1/09/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	1/09/2009	RTOADM
	Induction Checklist		1.0	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Learning Environment Hazard Register		1.0	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Legislation Log		1.0	2/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	MOU Register		1.1	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Moved to NovaCore Systems Registers DB										
	NovaCore Organisational Chart		1.2	9/09/2009	23/08/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	23/08/2009	RTOADM
	Quality Documents Records and Materials Register		1.0	9/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Refund Log		1.0	20/07/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	Risk Management Action Plan		1.0	2/09/2009	20/07/2010	9/09/2009	RTOADM	9/09/2009	RTOADM	20/07/2009	NOVACORE
	gsdafasdfasfasdfsdfas		1.0	3/12/2009	3/12/2010	3/12/2009	RTOADM		RTOADM	3/12/2009	RTOADM

3. The Document Register is split into 14 headers:
    a. Status (***Refer to Snippets***)
    b. Document Name
    c. Compliant *(For the Example AQTF is Used)*
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By
    h. Review Date
    i. Approved Date
    j. Approved By
    k. Created Date
    l. Created By
    m. Private (***Refer to Snippets***)
    n. Public (***Refer to Snippets***)

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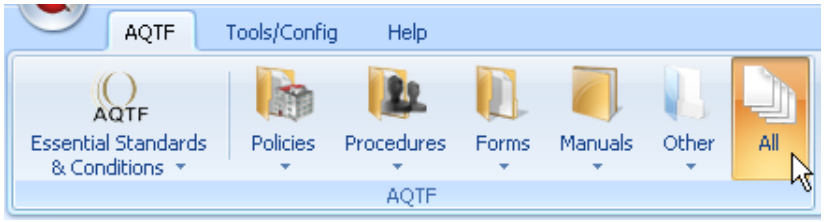
All

This menu feature displays the All Document Register. In this view you see ALL documents in the NovaCore System

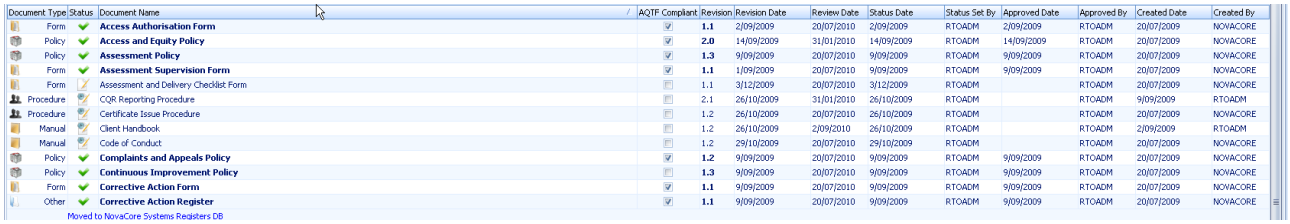
To access this register:

1. Click on the Desired Framework Tab then click on the icon on the All menu button

2. Here you can alter where documents reside by changing the document type, if an error has been made and a form has been imported into manuals, simply click on all and then select the incorrectly placed document and click on the document type to change it to its correct Document position.



3. This will then open the All Document Register


Document Type | Status | Document Name | AQTF Compliant | Revision | Revision Date | Review Date | Status Date | Status Set By | Approved Date | Approved By | Created Date | Created By
Form | Access Authorisation Form | 1.1 | 2/09/2009 | 20/07/2010 | 2/09/2009 | RTOADM | 2/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Policy | Access and Equity Policy | 2.0 | 14/09/2009 | 31/01/2010 | 14/09/2009 | RTOADM | 14/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Policy | Assessment Policy | 1.3 | 9/09/2009 | 20/07/2010 | 9/09/2009 | RTOADM | 9/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Form | Assessment Supervision Form | 1.1 | 1/09/2009 | 20/07/2010 | 9/09/2009 | RTOADM | 9/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Form | Assessment and Delivery Checklist Form | 1.1 | 3/12/2009 | 20/07/2010 | 3/12/2009 | RTOADM | | RTOADM | 20/07/2009 | NOVACORE
Procedure | CQR Reporting Procedure | 2.1 | 26/10/2009 | 31/01/2010 | 26/10/2009 | RTOADM | | RTOADM | 9/09/2009 | RTOADM
Procedure | Certificate Issue Procedure | 1.2 | 26/10/2009 | 20/07/2010 | 26/10/2009 | RTOADM | | RTOADM | 20/07/2009 | NOVACORE
Manual | Client Handbook | 1.2 | 26/10/2009 | 2/09/2010 | 26/10/2009 | RTOADM | | RTOADM | 2/09/2009 | RTOADM
Manual | Code of Conduct | 1.2 | 29/10/2009 | 20/07/2010 | 29/10/2009 | RTOADM | | RTOADM | 20/07/2009 | NOVACORE
Policy | Complaints and Appeals Policy | 1.2 | 9/09/2009 | 20/07/2010 | 9/09/2009 | RTOADM | 9/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Policy | Continuous Improvement Policy | 1.3 | 9/09/2009 | 20/07/2010 | 9/09/2009 | RTOADM | 9/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Form | Corrective Action Form | 1.1 | 9/09/2009 | 20/07/2010 | 9/09/2009 | RTOADM | 9/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Other | Corrective Action Register | 1.1 | 9/09/2009 | 20/07/2010 | 9/09/2009 | RTOADM | 9/09/2009 | RTOADM | 20/07/2009 | NOVACORE
Moved to NovaCore Systems Registers DB

4. The Document Register is split into 14 headers:
    a. Status (***Refer to Snippets***)
    b. Document Name
    c. Compliant *(For the Example AQTF is Used)*
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By
    h. Review Date
    i. Approved Date
    j. Approved By
    k. Created Date
    l. Created By
    m. Private (***Refer to Snippets***)
    n. Public (***Refer to Snippets***)

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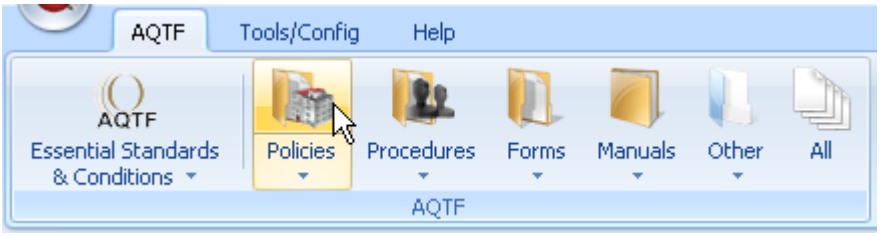
Revision History

The Revision History button shows the Revision History for ALL documents in the Document Registers

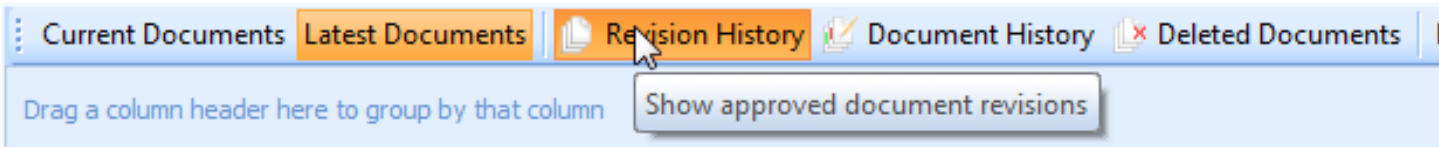
To access and see the Revision History:



5. Click on the AQTF tab and then click on the associated Document Register Menu Button:

    a. Policies (Shown in this example)
    b. Procedures
    c. Forms
    d. Manuals
    e. Other

6. With the Document Register open, click on the Revision History Button



7. This will then show the Revision History of the Documents in the register directly underneath the Current Document

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Document History

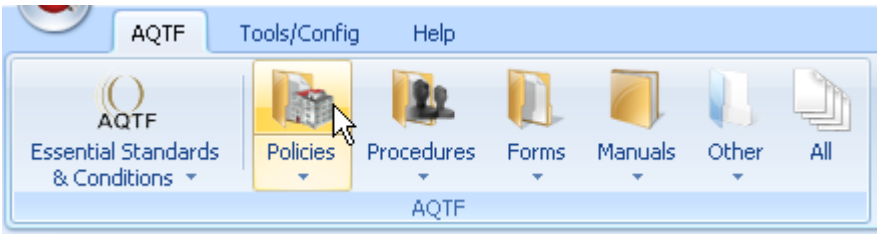
The Document History button shows the complete Document History for ALL documents in the Document Registers

Document History is different to Revision History as it shows all parts of the document history:

- Edited
- Approved
- Deleted
- Revised

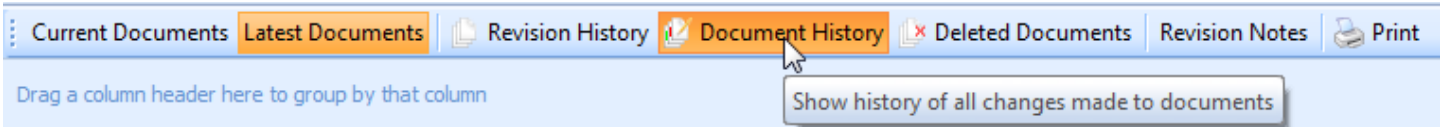
Document Revision only shows the Revisions of that document and not the processes to get to the final document.

To access and see the Document History:



1. Click on the Home tab and then click on the associated Document Register Menu Button:
    a. Policies (Shown in this example)
    b. Procedures
    c. Forms
    d. Manuals
    e. Other

2. With the Document Register open, click on the Document History Button



3. This will then show the Document History of the Documents in the register directly underneath the Current Document

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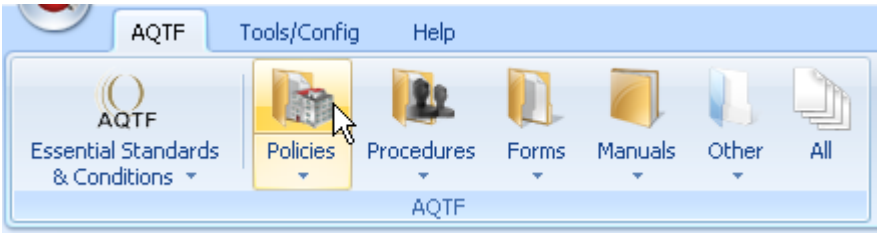
Deleted Documents

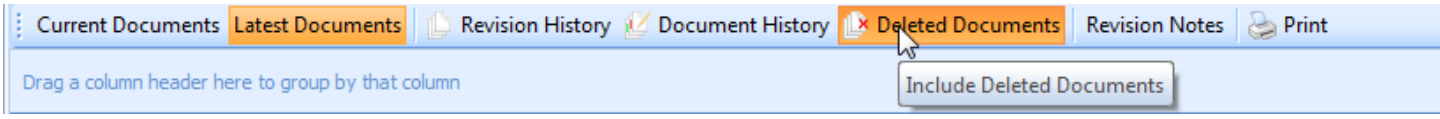
The Deleted Documents button shows the ALL the Deleted Documents in the Document Registers

To see the Deleted Documents:



1. Click on the Home tab and then click on the associated Document Register Menu Button:
    a. Policies (Shown in this example)
    b. Procedures
    c. Forms
    d. Manuals
    e. Other

2. With the Document Register open, click on the Deleted Documents Button



3. This will then show the Deleted Documents in the register

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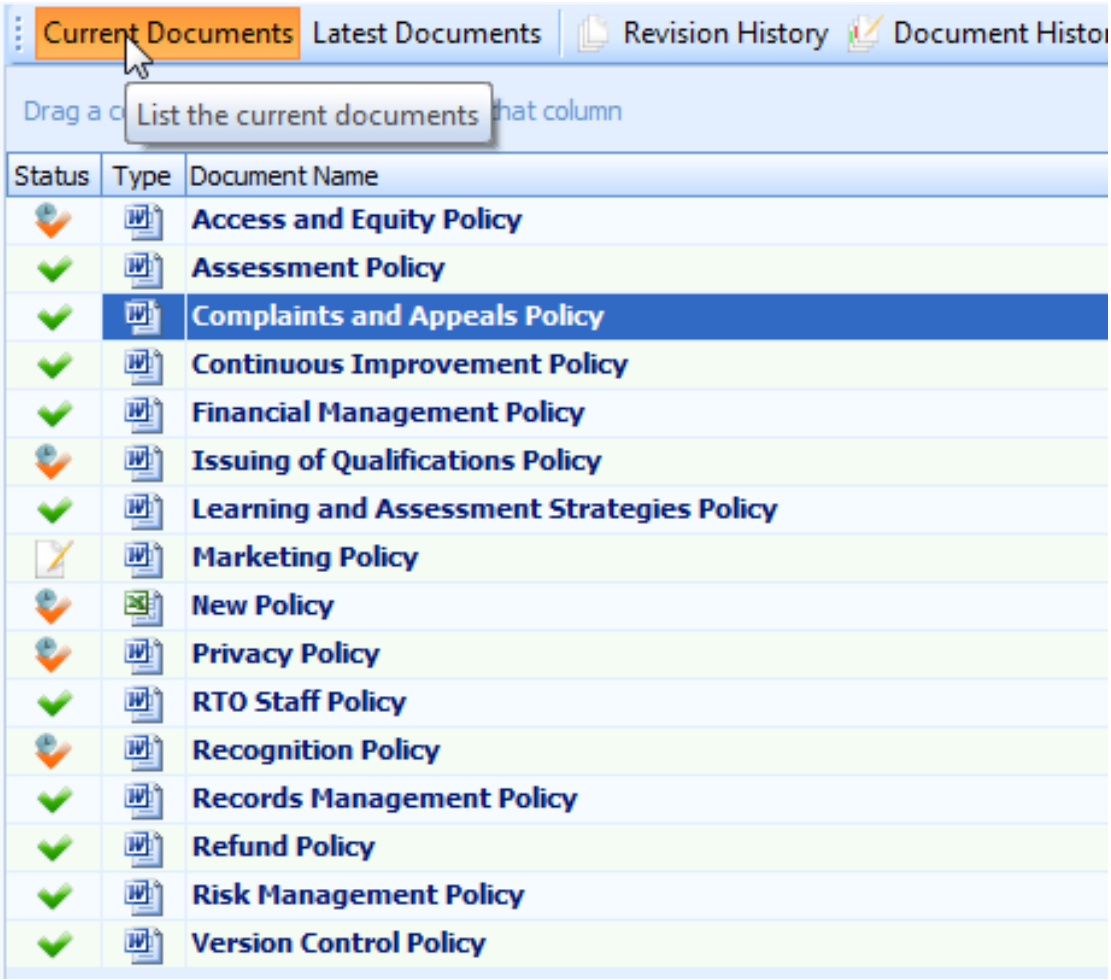
Current Documents

The Current Documents button shows the all documents in the Document Registers that are current.

Definition of a Current Document:

- The latest approved document
- A new revision that is in progress and has been set as current

Current Documents are always displayed in bold type.



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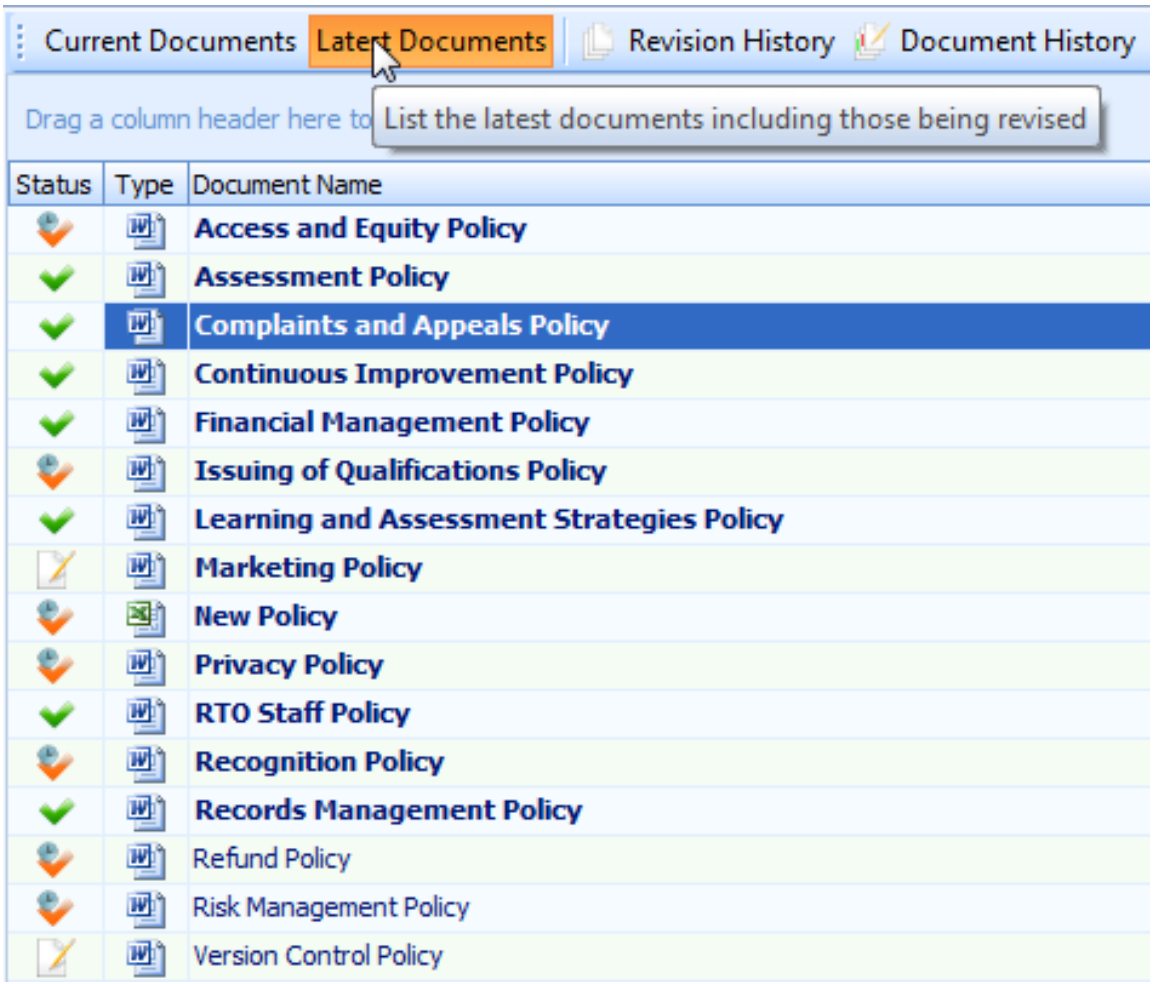
Latest Documents

The Latest Documents button shows the all documents in the Document Registers that have the latest revision and includes documents that have not been approved.

Viewing the document registers in this mode will also include Current Documents (displayed in bold type) if they happen to be the latest revision.



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Report Functions

This chapter covers the Report Menu functions within NovaCore.

Reports:

- Summary Pack
- Document Register
    - Current Documents
        - Standard List
        - Including Revision History
    - Latest Documents
        - Standard List
        - Including Revision History

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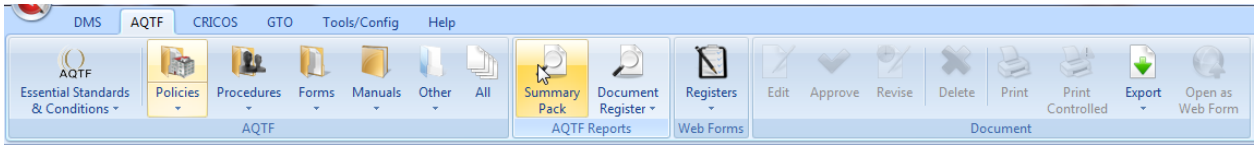
Summary Pack

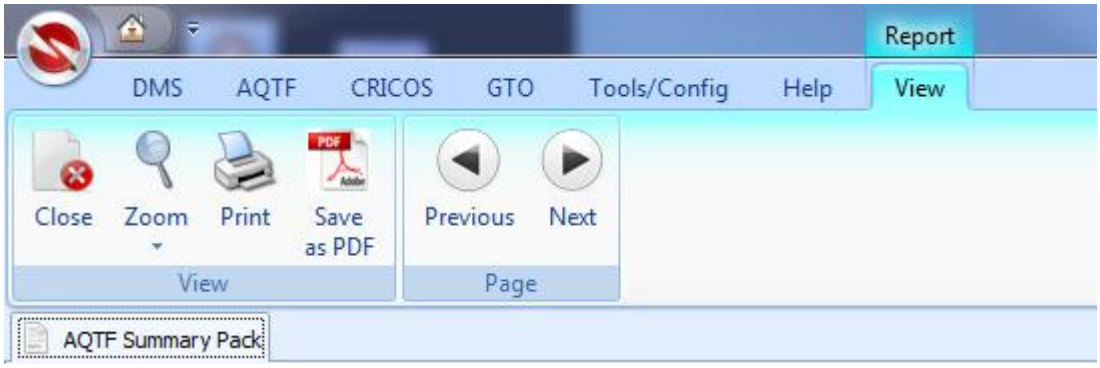
The Summary Pack Report provides a summary of the Implementation Tab fields in the AQTF Essential Standards and Conditions Screen

To access this report:

1. Click on the Desired Framework you want and then click Summary Pack



2. This will then open the Summary Pack report in the View tab



3. From the View tab you can:
    a. Close the document
    b. Zoom the document size
    c. Print the report
    d. Save as PDF
    e. Scroll through the pages using the Previous and Next buttons

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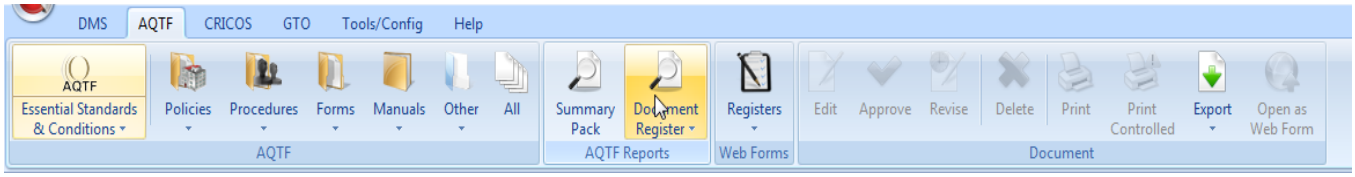
Document Register

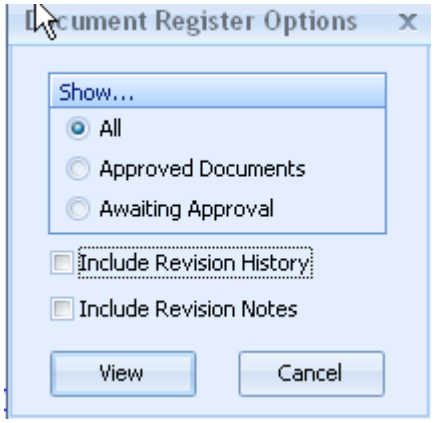
The Document Register Report provides a summary of the Current Approved Documents or the Latest Documents that are still being modified and waiting approval.

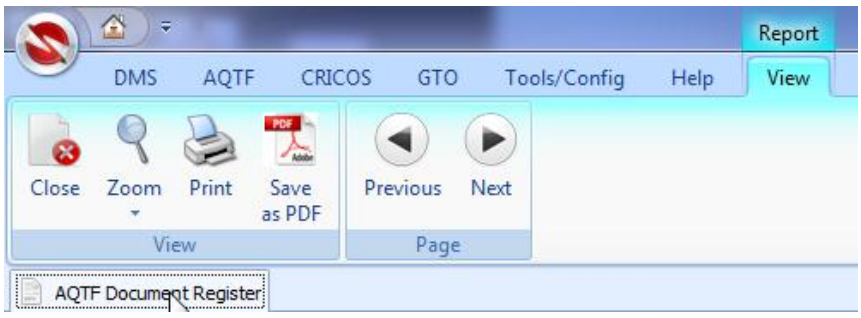
To access these reports:

1. Click on the Reports tab and then click Document Register to open the dropdown report function



2. Click on the required report
3. This will then open the report in the View tab





4. From the View tab you can:
    a. Close the document
    b. Zoom the document size
    c. Print the report
    d. Scroll through the pages using the Previous and Next buttons

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CRICOS Module Menu Functions

NovaCore CRICOS Module is tailored to meet the requirements of the National Code 2007 within the ESOS Act framework.

The CRICOS Module has been designed specifically to assist current or future CRICOS providers to comply with the requirements of the National Code 2007 and can be purchased with base Policies, Procedures, Forms and Manuals to guide your organisation to compliance.

The CRICOS module can be installed independently or operate alongside the AQTF/SNR module for an integrated compliance management approach for the AQTF/SNR and National Code 2007.

This chapter covers the CRICOS Module Menu functions within NovaCore.

CRICOS:

- CRICOS Standards
- Policies
- Procedures
- Forms
- Manuals
- Other
- All

Document View:

- Revision History
- Document History
- Deleted History
- Current Documents
- Latest Documents

Document Ctrl:

- Edit
- Approve
- Revise
- Print
- Export as Original or PDF
- Delete

Reports

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- Summary Pack
- Document Register

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GTO Module Menu Functions

NovaCore GTO Module is tailored to meet the requirements of the Quality Group Training National Standards framework.

The GTO framework has been designed specifically to assist an organisation to comply with the requirements of the GTO framework

The GTO framework can be installed independently or operate alongside the AQTF/SNR or CRICOS frameworks for an integrated compliance management approach for the organisation.

This chapter covers the GTO framework Menu functions within NovaCore.

GTO:

- GTO Standards
- Policies
- Procedures
- Forms
- Manuals
- Other
- All

Document View:

- Revision History
- Document History
- Deleted History
- Current Documents
- Latest Documents

Document Ctrl:

- Edit
- Approve
- Revise
- Delete

Reports

- Summary Pack
- Document Register

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Document Management System Menu Functions

The NovaCore Document Management module can be purchased as an extension to the AQTF, CRICOS and GTO modules or as a Standalone application.

The DMS module provides the ability to quickly find, share and access all document types from an easy-to-use and secured environment.

The DMS module provides full document control over different types of file formats, keeping a detailed history of all changes. It provides cycle control over the creation, approval, modification and archiving of obsolete versions of documents.

Automated workflows ensure that documents are routed through all applicable reviewers and authorized in a controlled manner.
Document tasks are sent to a centralized workload and notifications to the users email facilitating the timely completion of critical document activities.

This chapter covers the DMS Module Menu functions within NovaCore.

DMS:

- Library and Folder Creation
- Folder Permissions for specific users
- Ability to Publish documents to intranet, via the NovaCore Web Publisher

Document View:

- Revision History
- Document History
- Deleted History
- Current Documents
- Latest Documents

Document Ctrl:

- Edit
- Approve
- Export as Original or PDF
- Print
- Revise
- Delete

Reports

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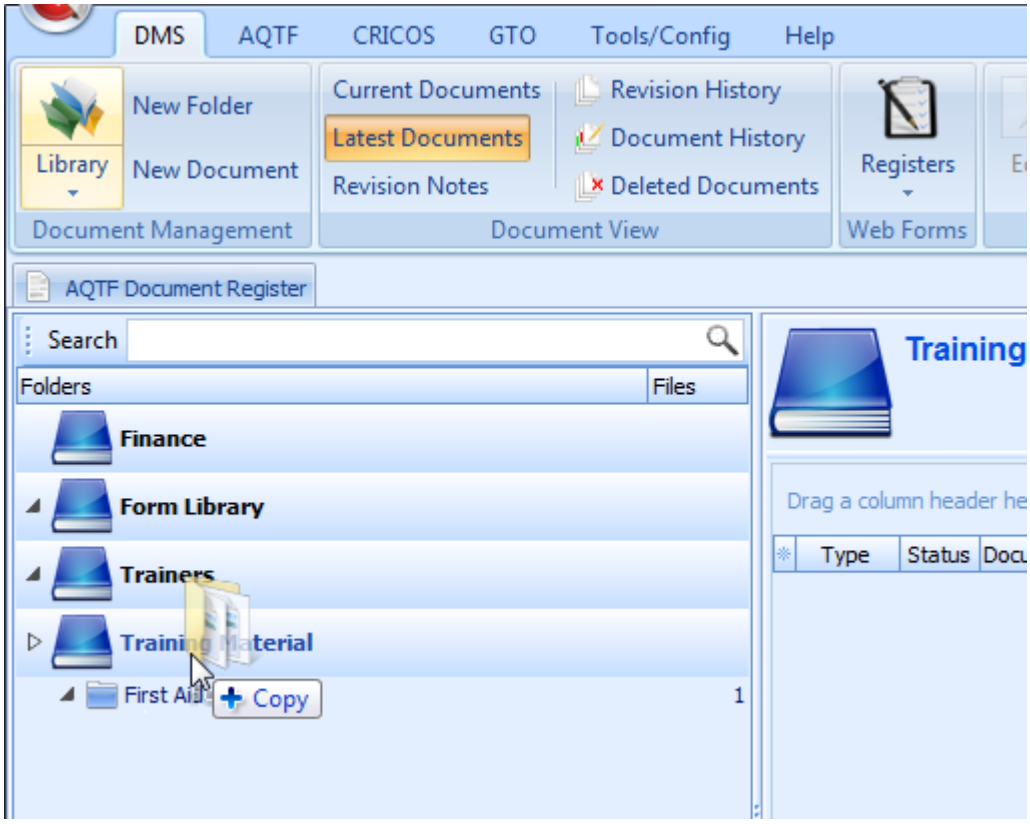
- Web Register

Extra Functions of the Document Management System (DMS)

The DMS can be used as a one stop Document Management System holding all your organisations documents from Training Material through to Financial Particulars.

The DMS also supports entire folder structure drag and drop import as well as importing via the Import Wizard, if there is an entire folder structure including multiple formats of documents and multiple sub folders simply select the Parent folder and drag it into your desired library into NovaCore.

(Please remember you do have to create a library level folder before you can drag and drop into the DMS)



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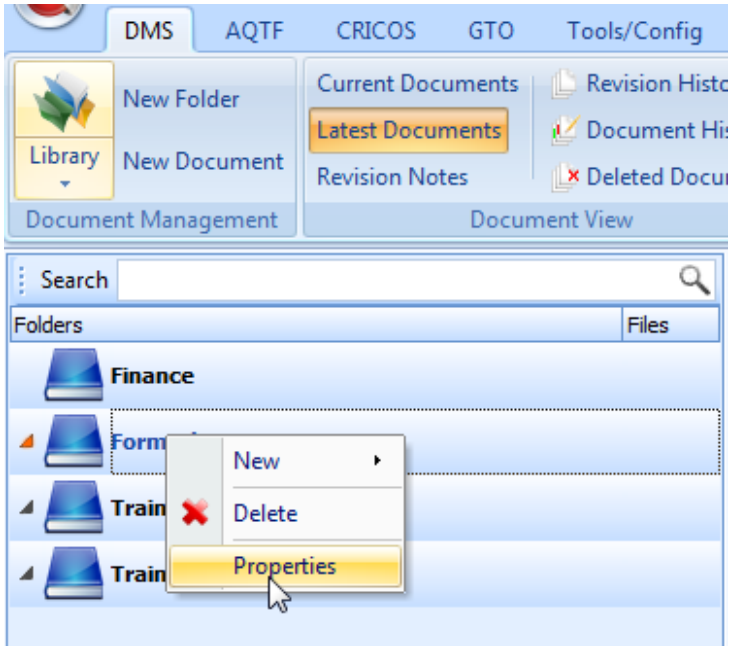
Folder Permissions and Security in the DMS

Specific Folders and sub folders in the DMS can be made only available to certain users in NovaCore.
If you want to allow a group of users to create new folders and view certain folders within the DMS, but want to keep those folders locked for other users of NovaCore, the DMS allows you to specify who sees which folders and sub folders.



1. Right Click on the Folder that you want to secure and select properties.

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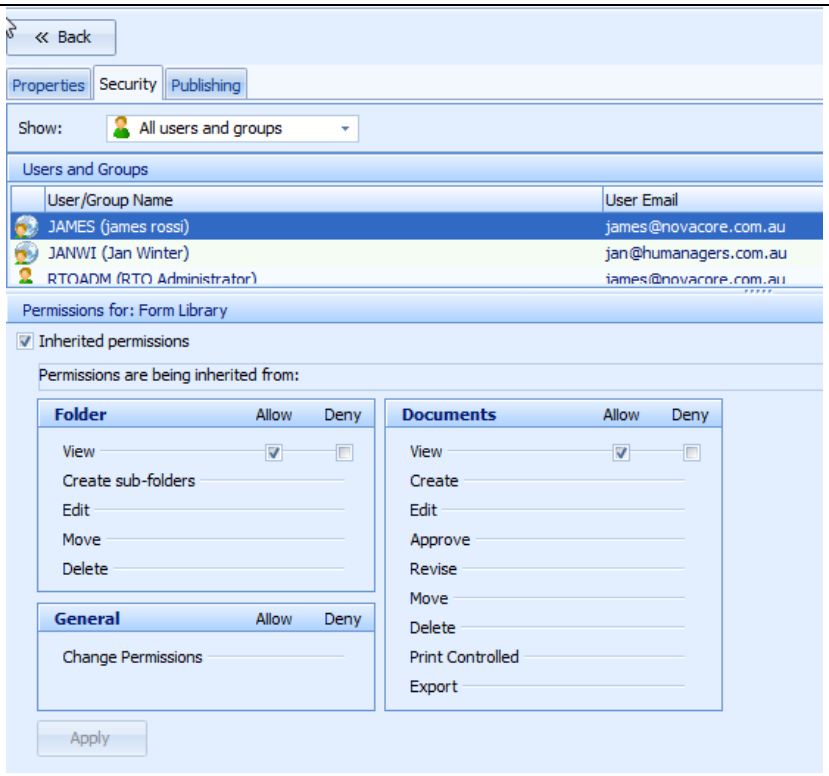

2. Select the Security tab in the Properties of the Selected folder

3. A list of all the users appears in the Security tab, you can now change the Security settings of the Folder to suit your needs and then click Apply to save.

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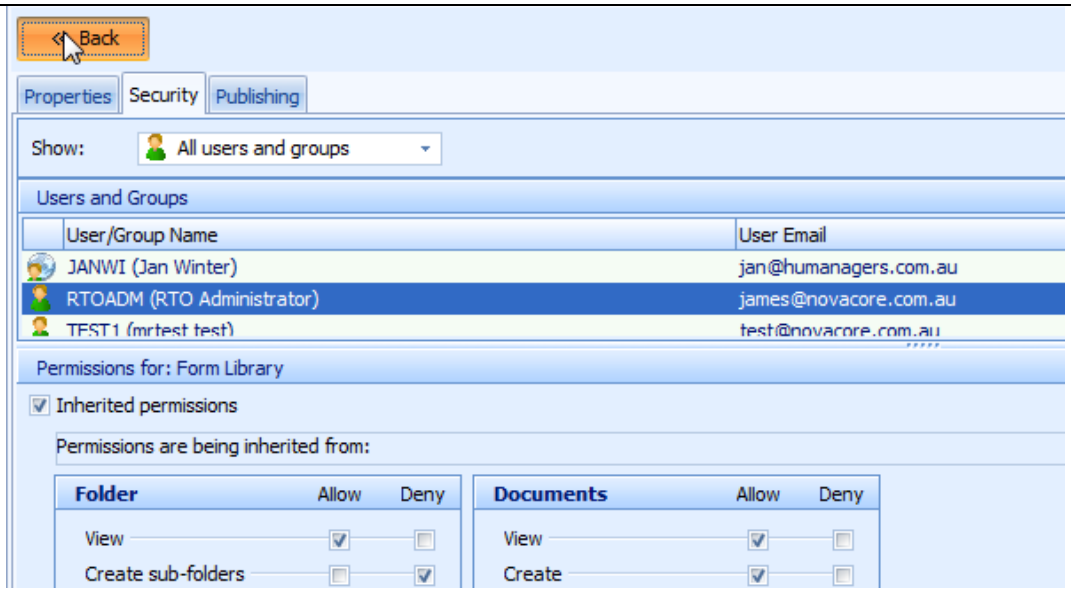
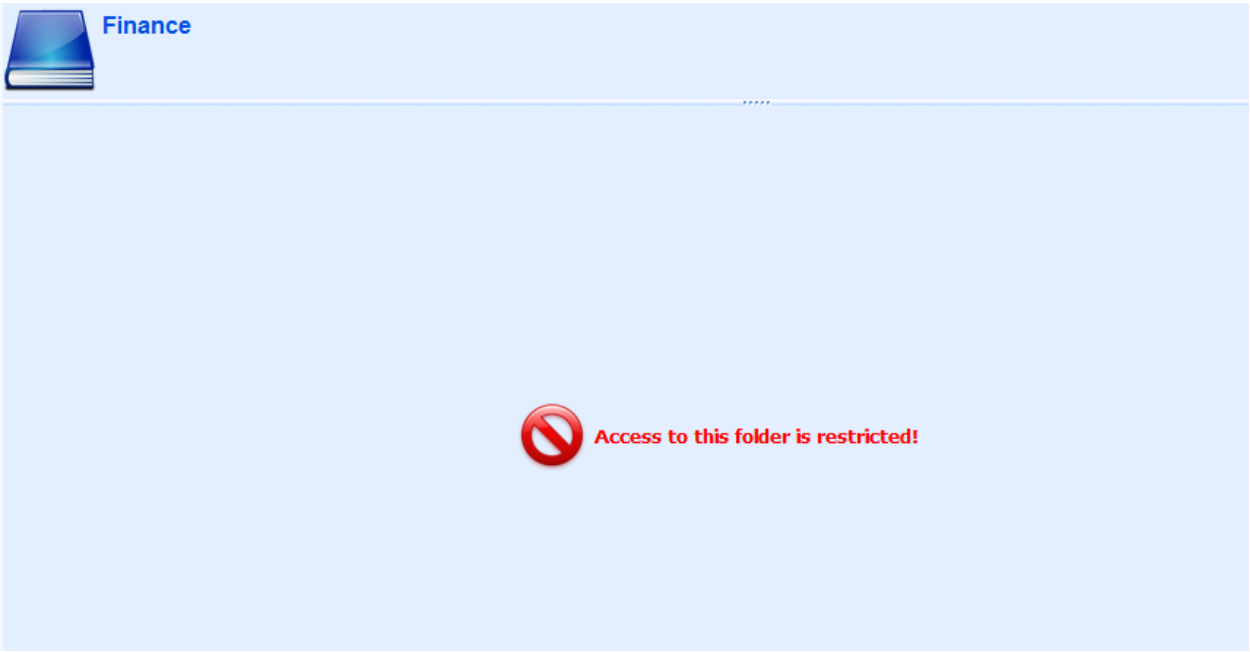


4. Close the properties of the folder by pressing the Back Button.
   It's now secured for certain users to view not only folders but documents inside the folder you specified.

5. If a person without the Correct Folder Permission tries to Access the folder it will show as ACCESS to this Folder is Restricted (Picture Below)



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6. Tools / Config Menu Functions

This chapter covers the Tools / Config Menu functions within NovaCore.

User:

- Logging in to NovaCore
- Managing Users
- Adding a New User
- Changing Your Password
- Removing an Existing User
- Who's Logged In

Config:

- NovaCore Publisher
- Email Notifications
- Import Documents
- Application Options

Other:

- Backup Database
- Colour Scheme

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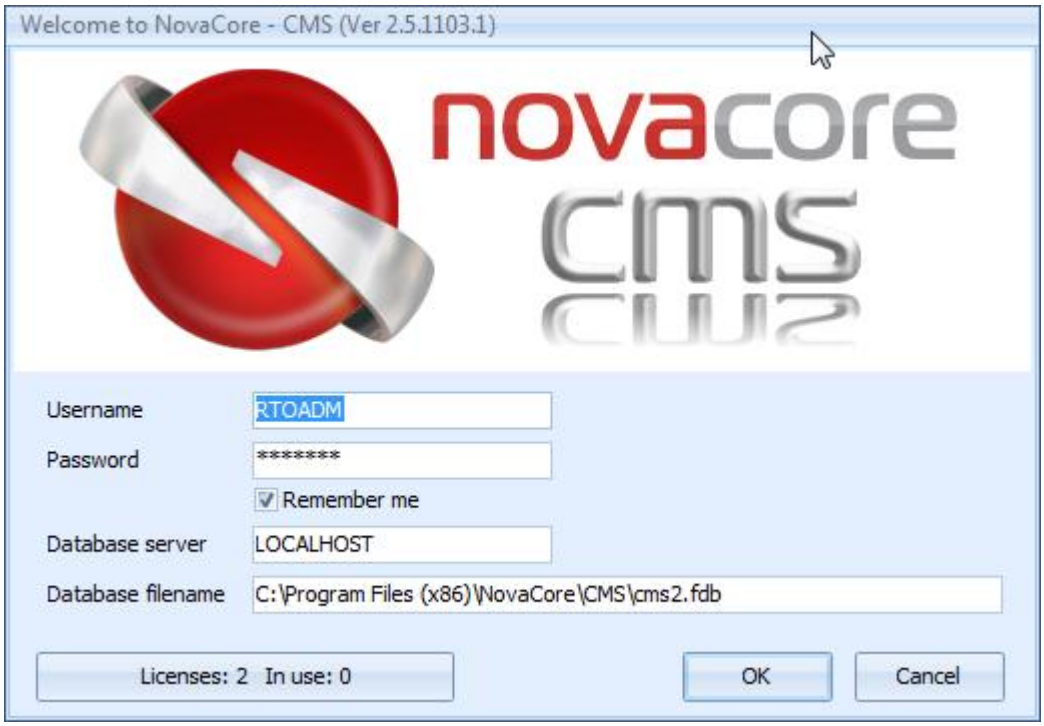
Logging in to NovaCore

NovaCore is a Multi-User application with integrated authentication. This means that User Access is controlled via a Login Process that requires a Username and Password.

The Login details are set by the Administrator Account. The Administrator Account has a default value of: Username – RTOADM / Password – MANAGER. It is recommended that the Password for the Administrator account be changed as soon as possible for added security.

The Administrator Account has exclusive access to specific functions such as User Management, Report Settings and Client Deletion.



Field	Explained
Username	This is the Account Name provided by the Administrator
Password	The initial password for RTOADM is MANAGER. That should immediately be changed to something less common for security reasons.
Database Server	The Name or IP Address of the Computer / Server where NovaCore Server and Firebird is installed. You may need to contact your Administrator for the exact path.

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Database Filename	The complete path to the CMS.FDB Data file on the Server. Default path is: **C:\Program Files\NovaCore\CMS\CMS2.FDB**

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Managing Users

This feature is only available via an Administrator Login. To manage users proceed as follows:

To manage a user profile:

1. Open Tools / Config Menu

2. Click on the Manage Users icon then and the Manage User popup window will appear

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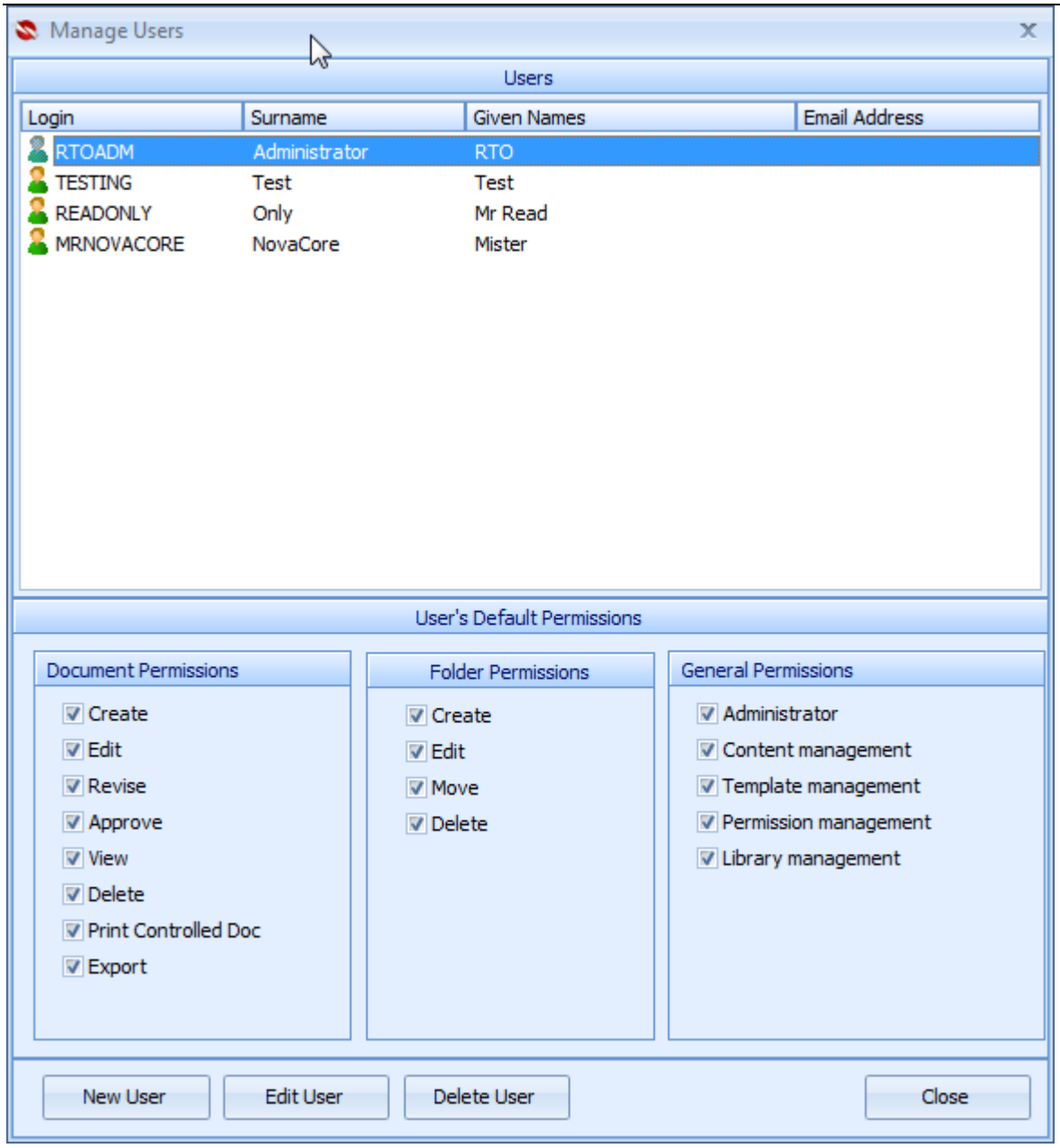

3. Highlight the user in the panel, click the Edit User button and the Edit User popup window will appear

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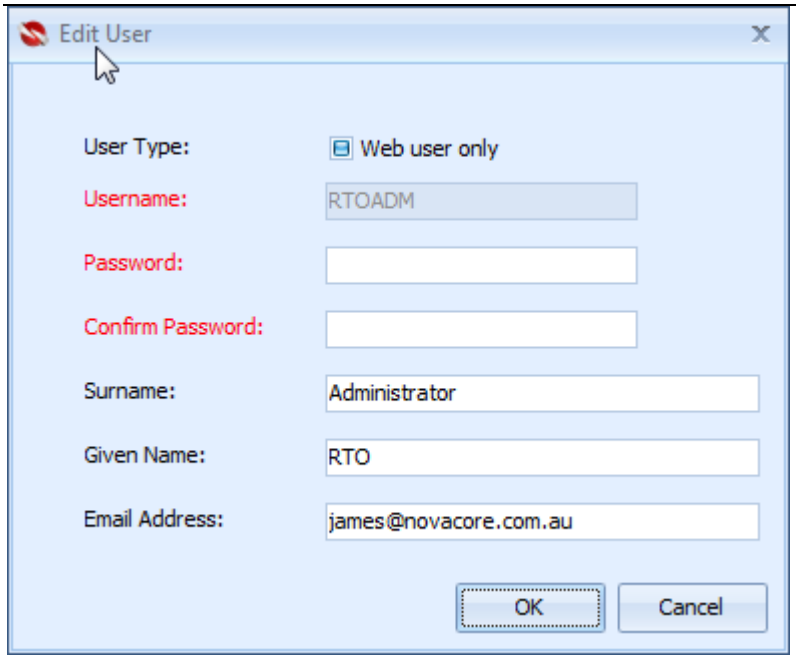

4. Make the necessary changes and then click OK to close the Edit User popup window
5. Click the OK button to close the Manage Users control window

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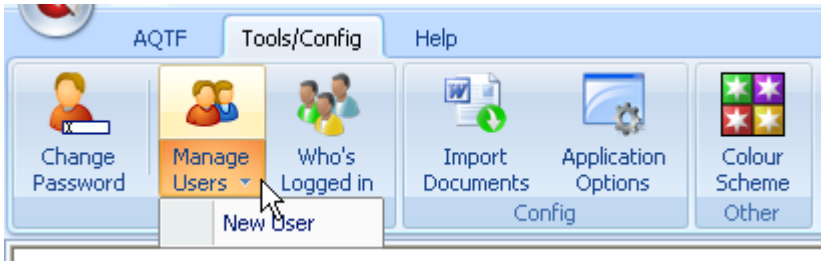
Adding a new user

This feature is only available via an Administrator Login. To add new users proceed as follows:

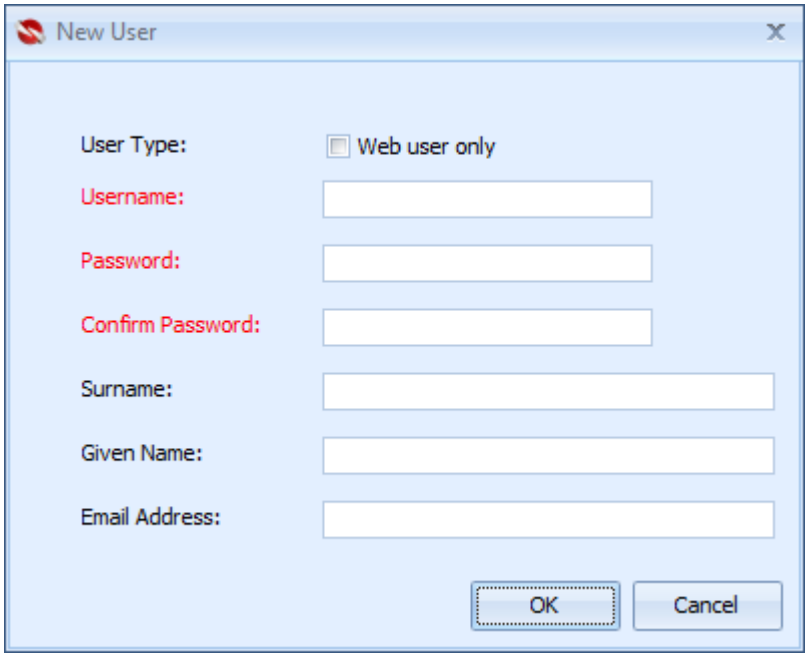
To add a new user:

1. Open Tools / Config Menu



2. Click on the Manage Users dropdown then NEW User and the NEW User popup window will appear

General Tab



3. In the New User Pop Up Define:
    a. Web user status or Standard User
    b. Username
    c. Password
    d. Confirm Password

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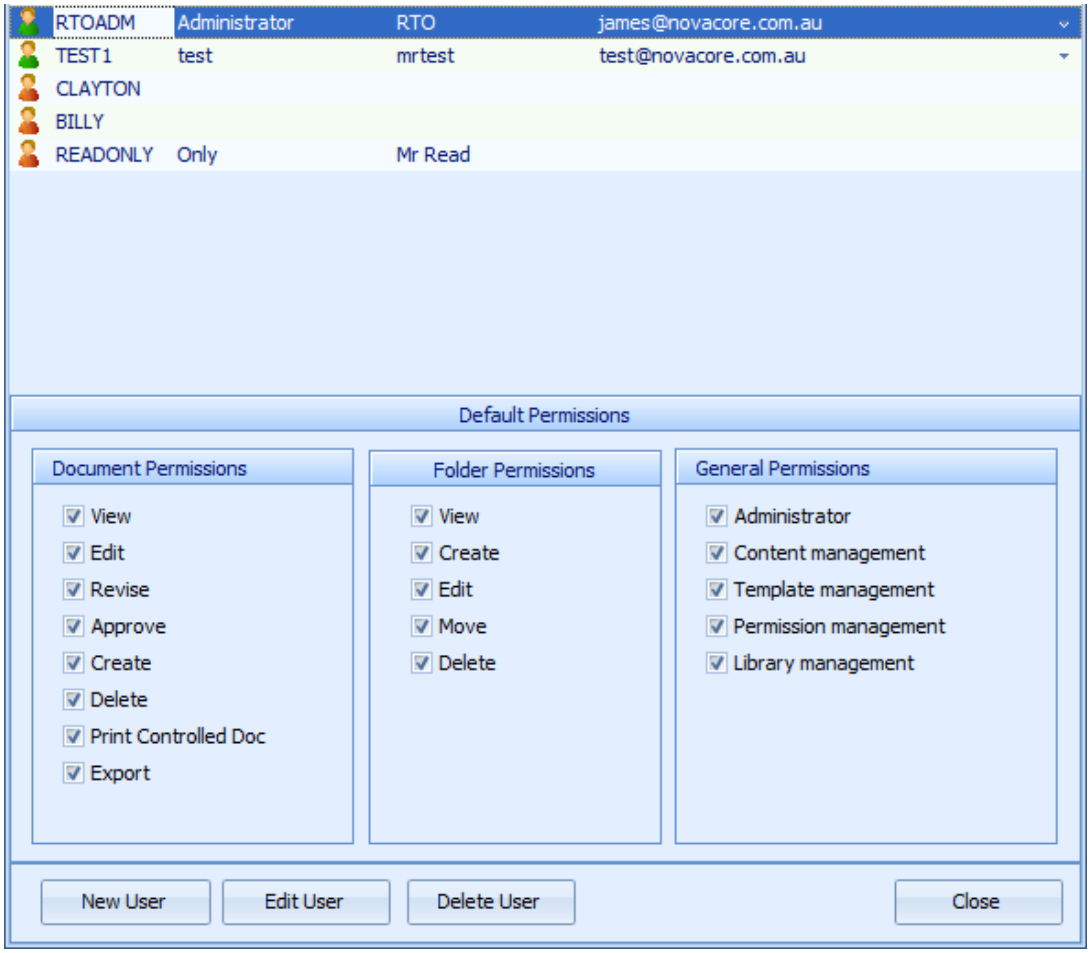
e. Surname
f. Given Names
g. Email Address

Default Permissions



4. Changing a User's Default permissions is easy and is located in the bottom half of the manage users Pop Up.
   Click to choose the appropriate option for that user:
   a. Administrator
      i. This gives the user full control over the application
   b. Content Management
      i. Enables the user to develop documentation without full administrator rights
   c. Template Management
      i. Enables the user to edit and create templates.
   d. Permission Management
      i. Enables the user to set different permission levels for other users.
   e. Library Management
      i. Enables the user to create libraries and folders.

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5. In the Default Permissions tab in the Document Permissions section click to choose the appropriate Document Permissions for that user:
    a. Tick to Allow:
        i. Create
        ii. Edit
        iii. View
        iv. Approve
        v. Export
        vi. Print Controlled Docs
        vii. Delete
        viii. Revise

    b. Un-tick to Deny:
        i. Create
        ii. Edit
        iii. View
        iv. Approve
        v. Export
        vi. Print Controlled Docs
        vii. Delete
        viii. Revise
6. Simply close the Manage Users Window to add the NEW user profile

Note1: Usernames should be at least 5-31 characters and cannot contain spaces or any special characters.
Note 2: Passwords must be between 4-8 characters long and are case sensitive

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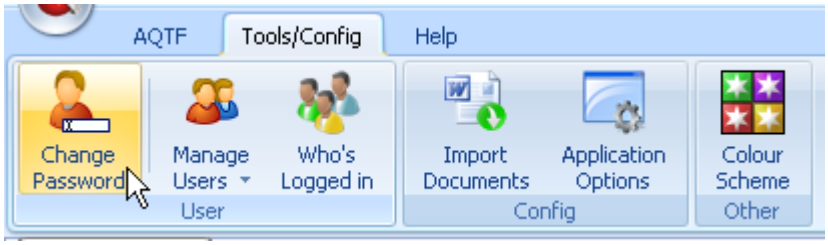
Changing your password

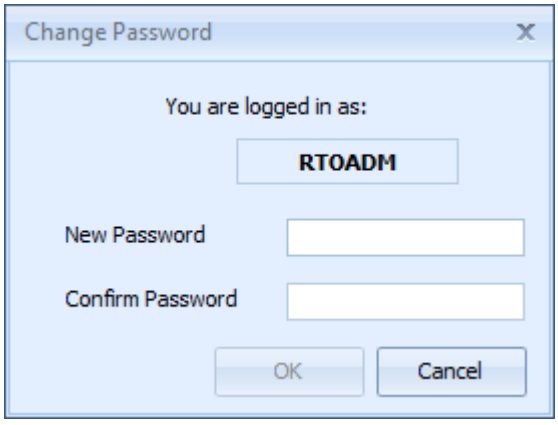
The Username and Password is initially set by the Administrator, however, Authenticated Users have the ability to change their Password. The new password must be at least 4-8 characters in length.

To change your password:

1. Open Tools / Config Menu
2. Click on Change Password



3. Type in the NEW password
4. Confirm the NEW password
5. Click OK



Note: The new password must be at least 6-8 characters in length.

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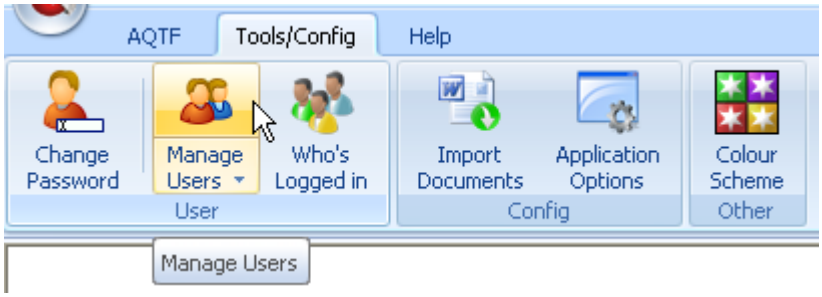
Remove an existing user

This feature is only available via an Administrator Login. To add remove a user proceed as follows:

To remove a new user:

6. Open Tools / Config Menu



7. Click on the Manage Users icon then and the Manage User popup window will appear

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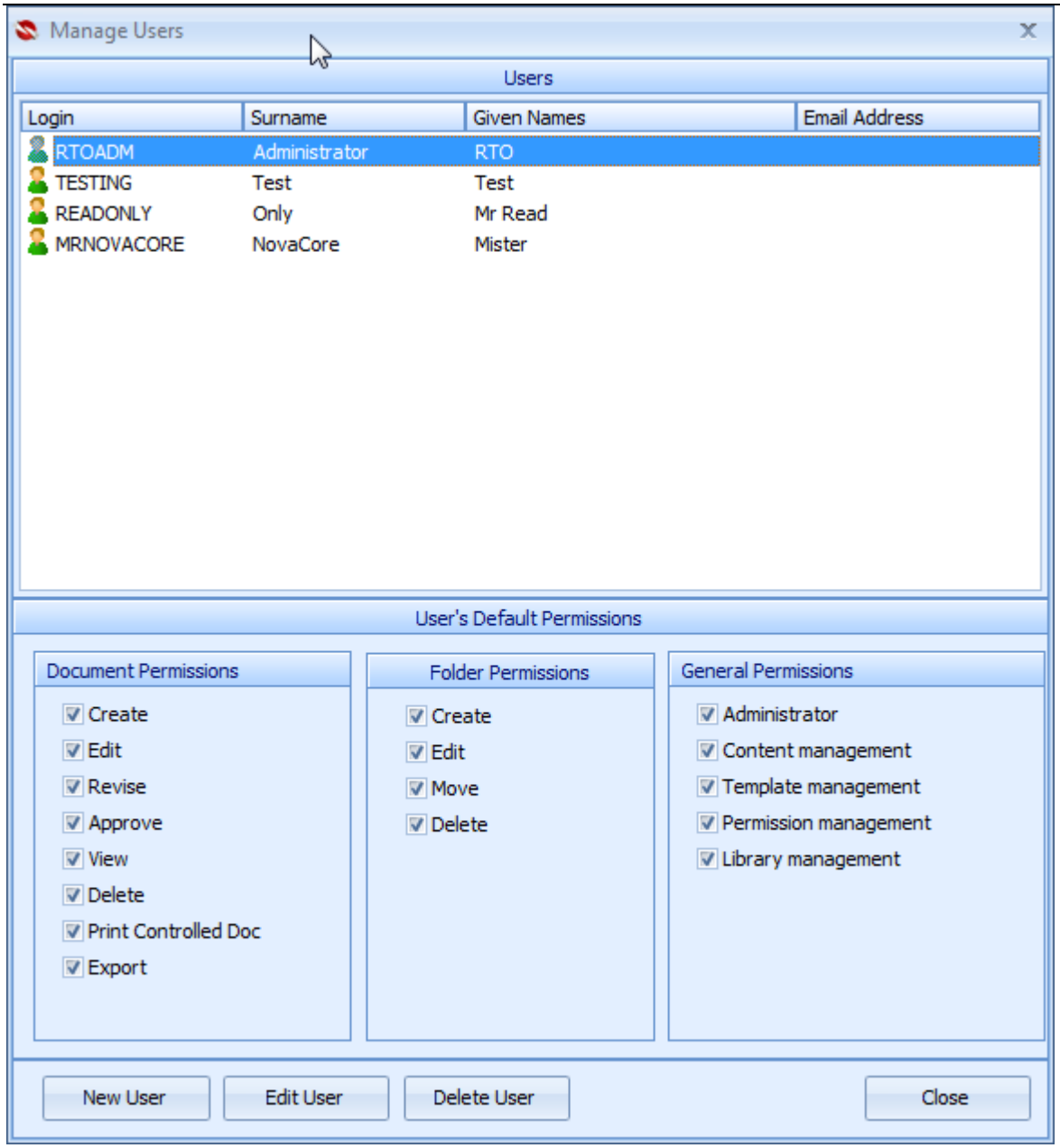

8. Highlight the User and click on Delete User

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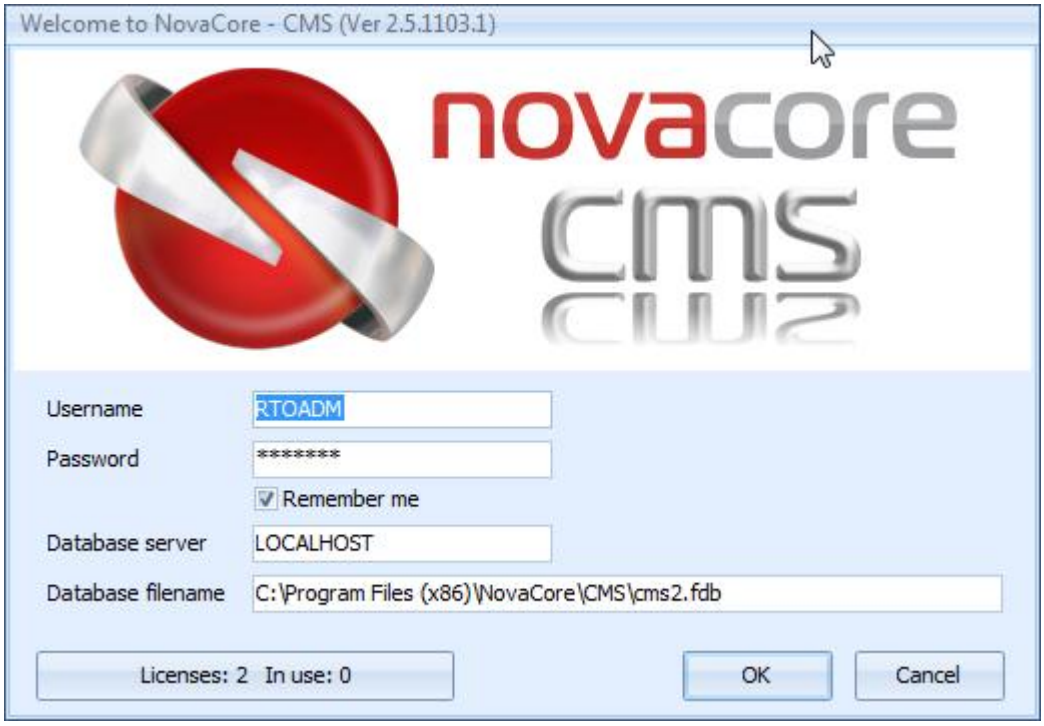
Who's Logged In

This feature enables authenticated users to see the other users on the network that are logged in to NovaCore:

There are two ways in which you can view other users logged into NovaCore:

Option 1:

1. When logging in to NovaCore, click on the Licenses / In Use button.



2. This will open up the Who's logged into NovaCore window with a list of users currently logged in

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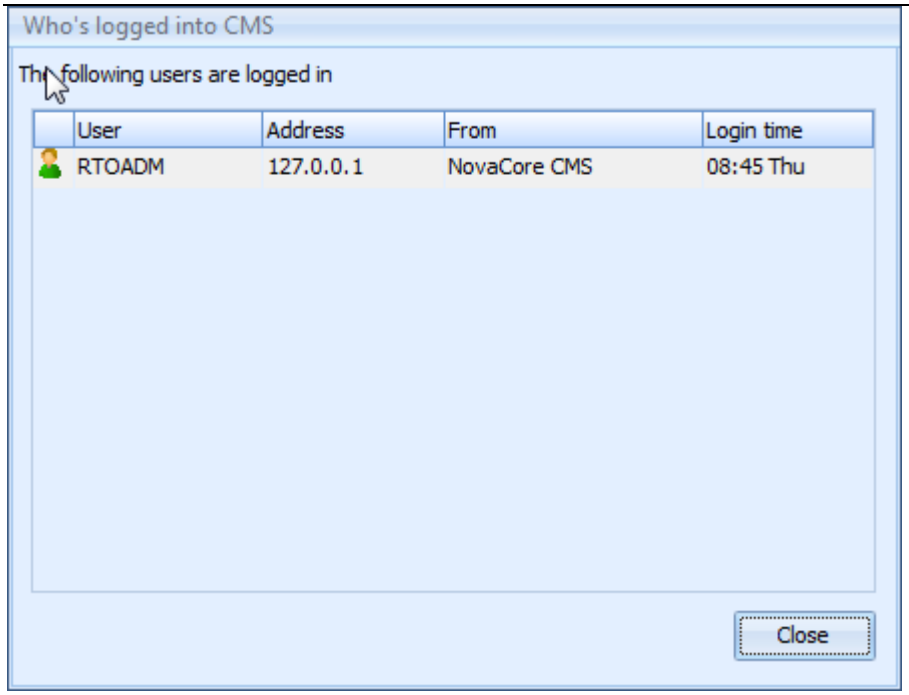
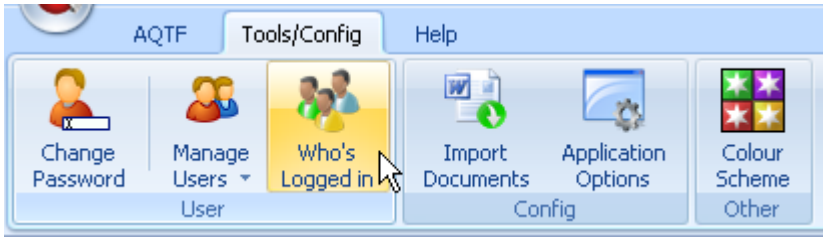


Option 2:

3. Open Tools / Config Menu
4. Click on the Who's Logged In icon



5. This will open up the Who's logged into NovaCore window with a list of users currently logged in

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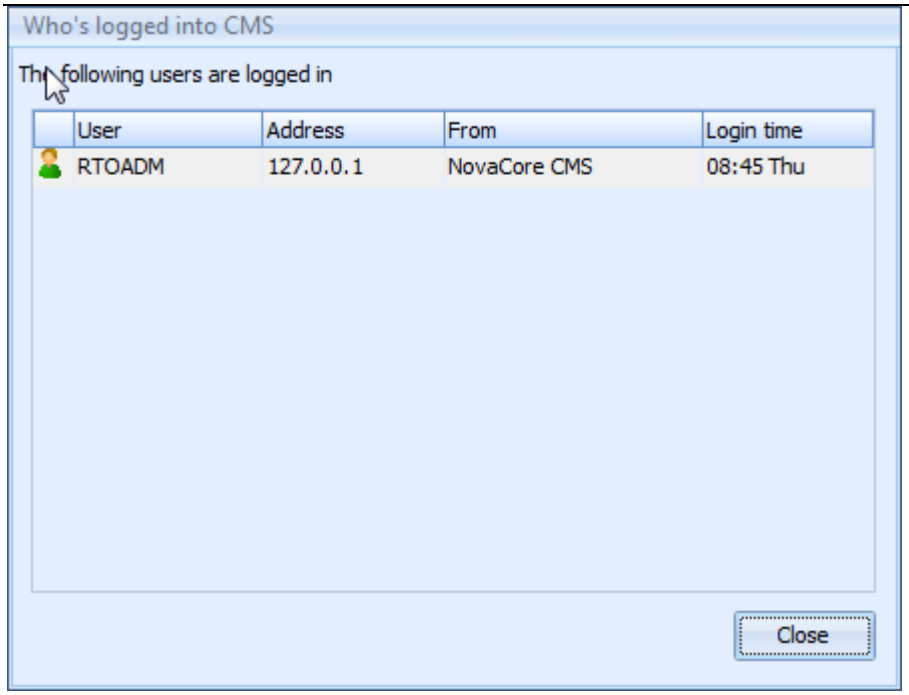

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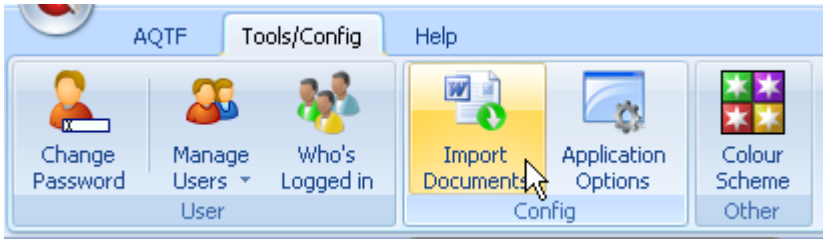
Import Documents

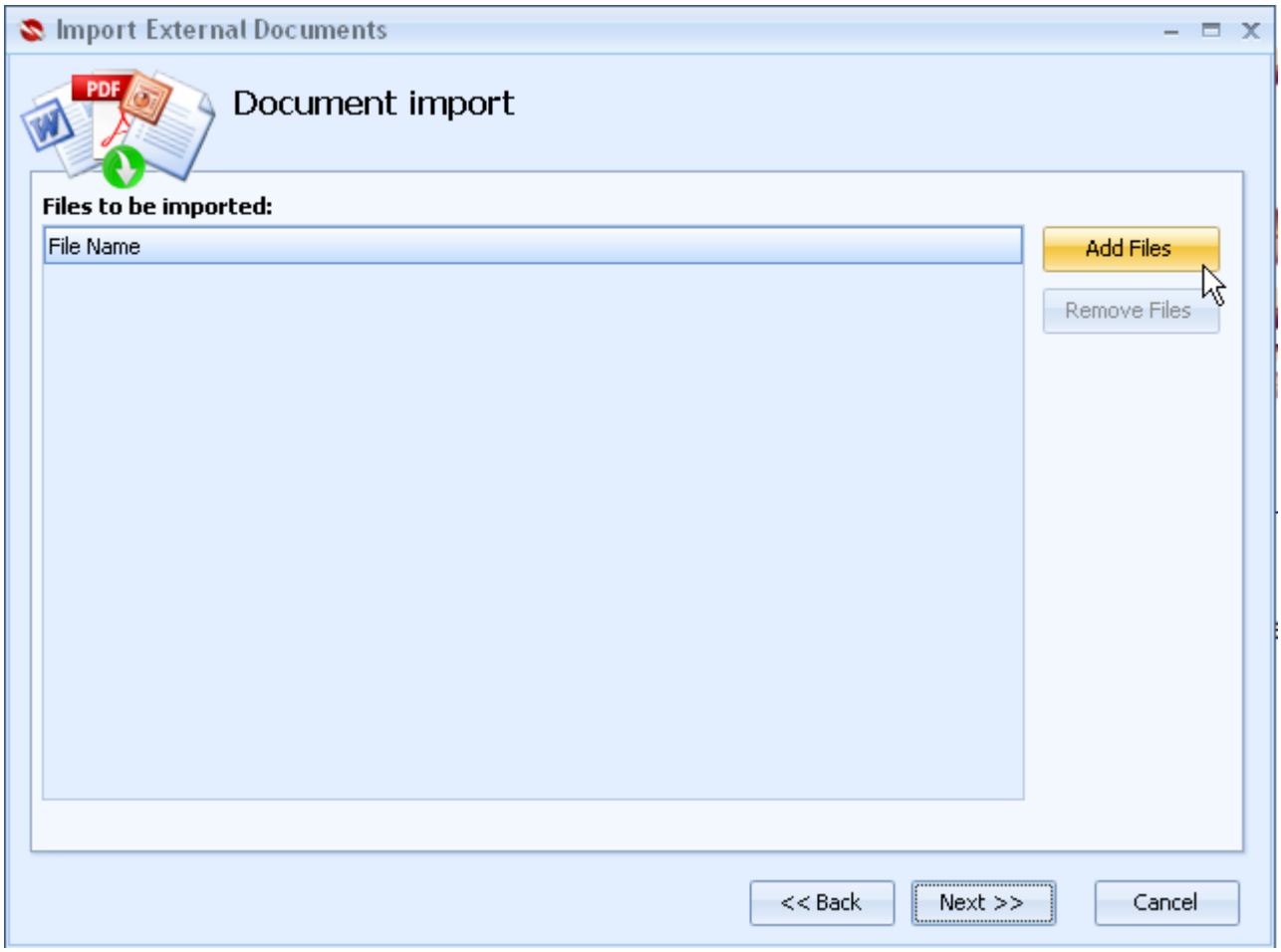
This feature allows you to import your own Word documents into NovaCore.

To access this menu:

1. Click on the Tools / Config Menu then click on Import Documents



2. This will open up the Import External Documents popup window



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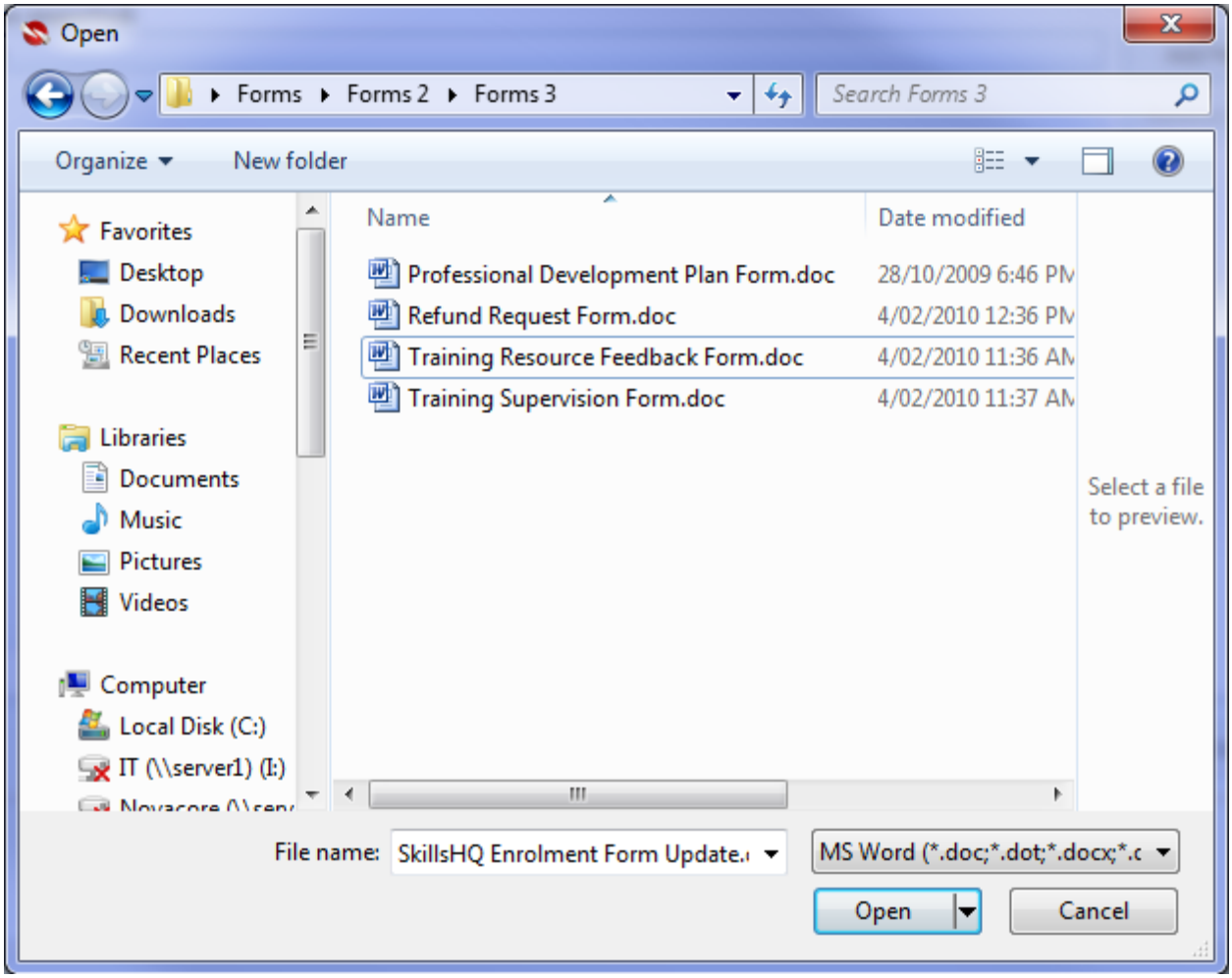
3. To import your documents click on the Add Files button. This will then open up the Windows Explorer box.



4. From here you need to navigate to where your documents are stored, choose the associated files and click Open.
5. This will then close the Windows Explorer box and place them into the Import Documents Wizard

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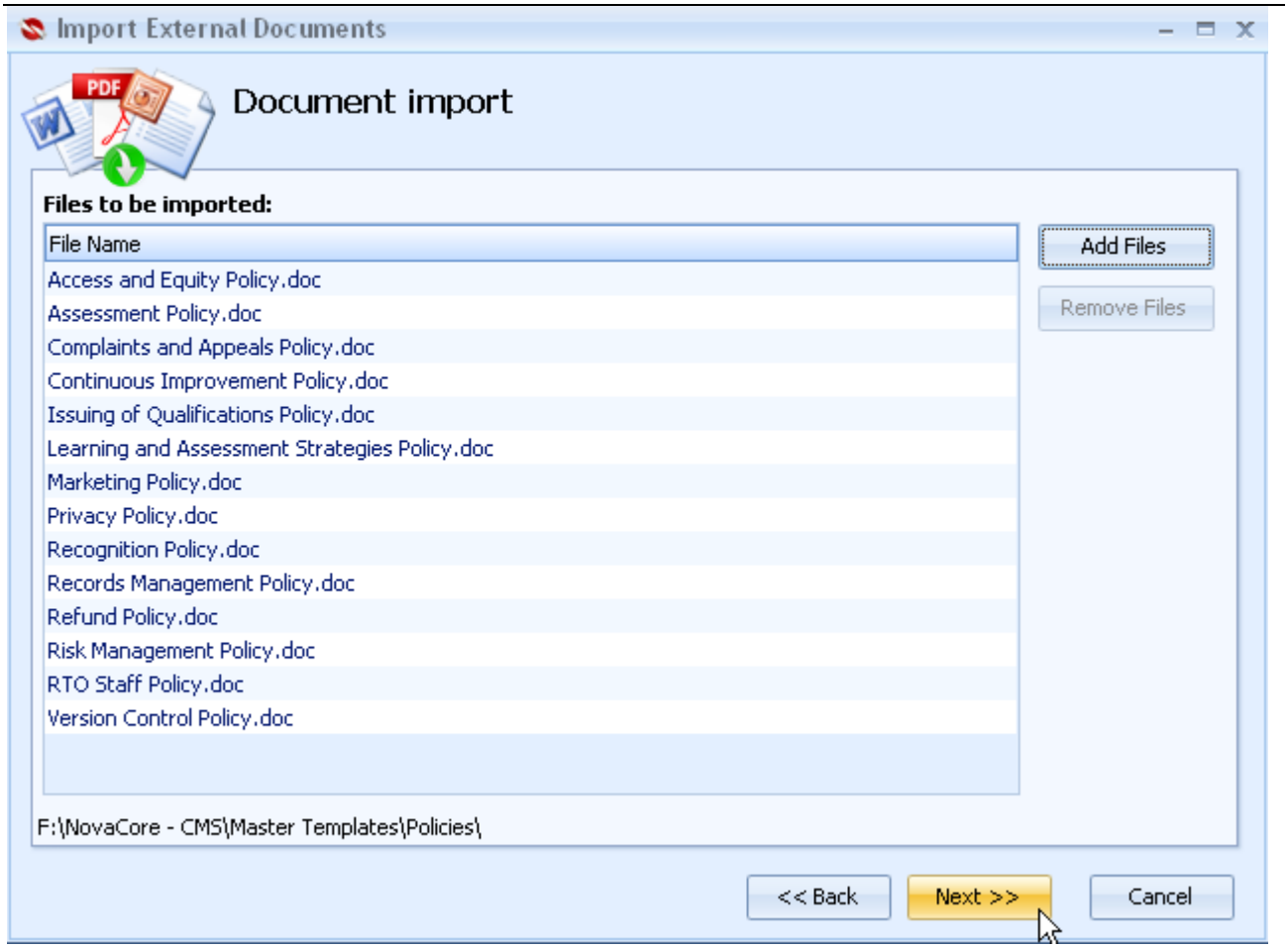

6. Once the documents are in the Wizard click the Next button to continue. This will take you to the screen where you can edit the document name to be different from the original file name and select the document type / category for import.
7. There are 5 types of document types / categories in NovaCore:
    a. Policy
    b. Procedure
    c. Form
    d. Manual
    e. Other
8. You can also Bulk Assign a Template so your Document Revision information is Added on Import in Bulk and your company logo is in the header of the document in bulk, rather than doing it individually
9. Bulk assigning a User who you want to approve the document that is being imported is also available through the import Wizard.
10. To select the document type click in the Type column next to the associated document. This will show the dropdown menu.

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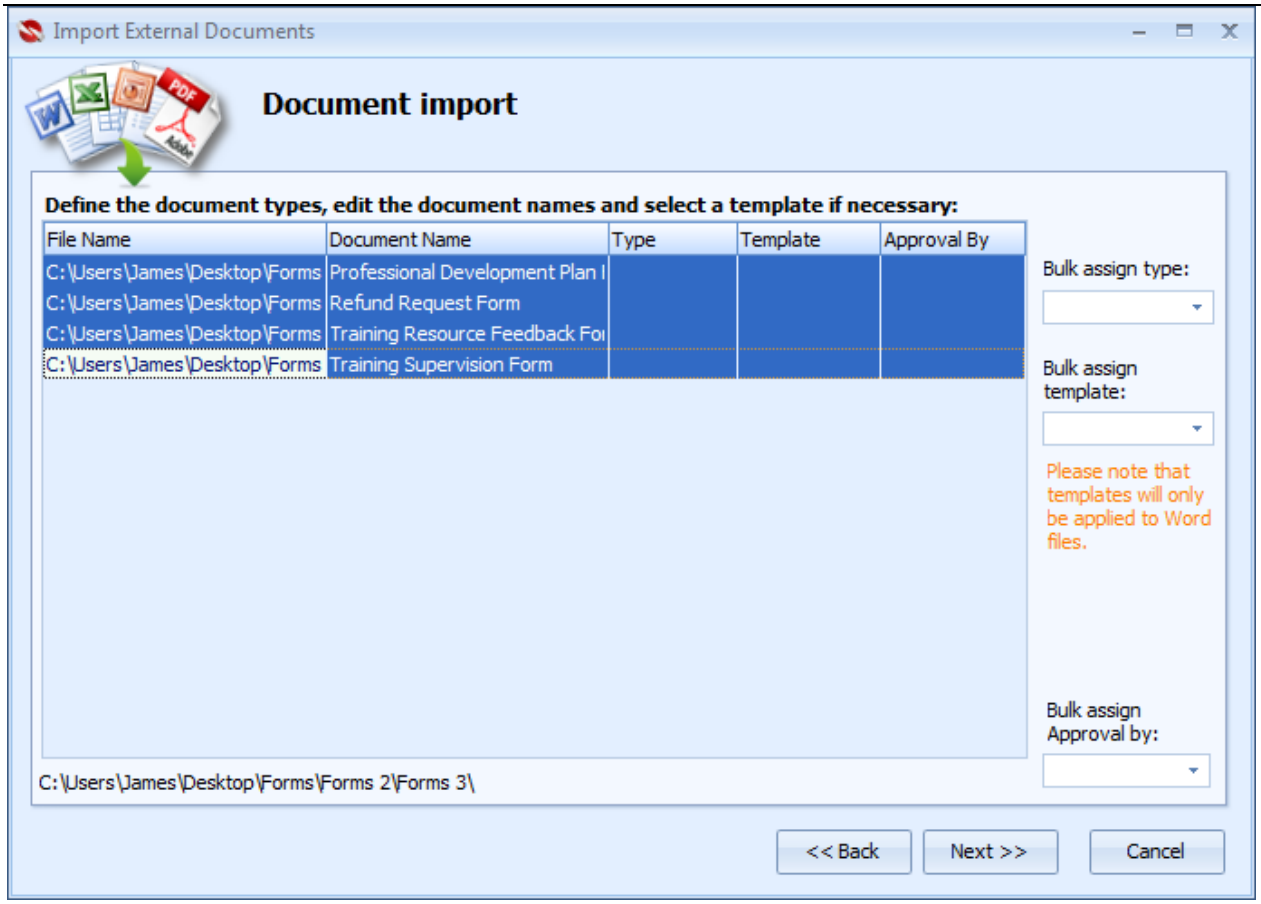

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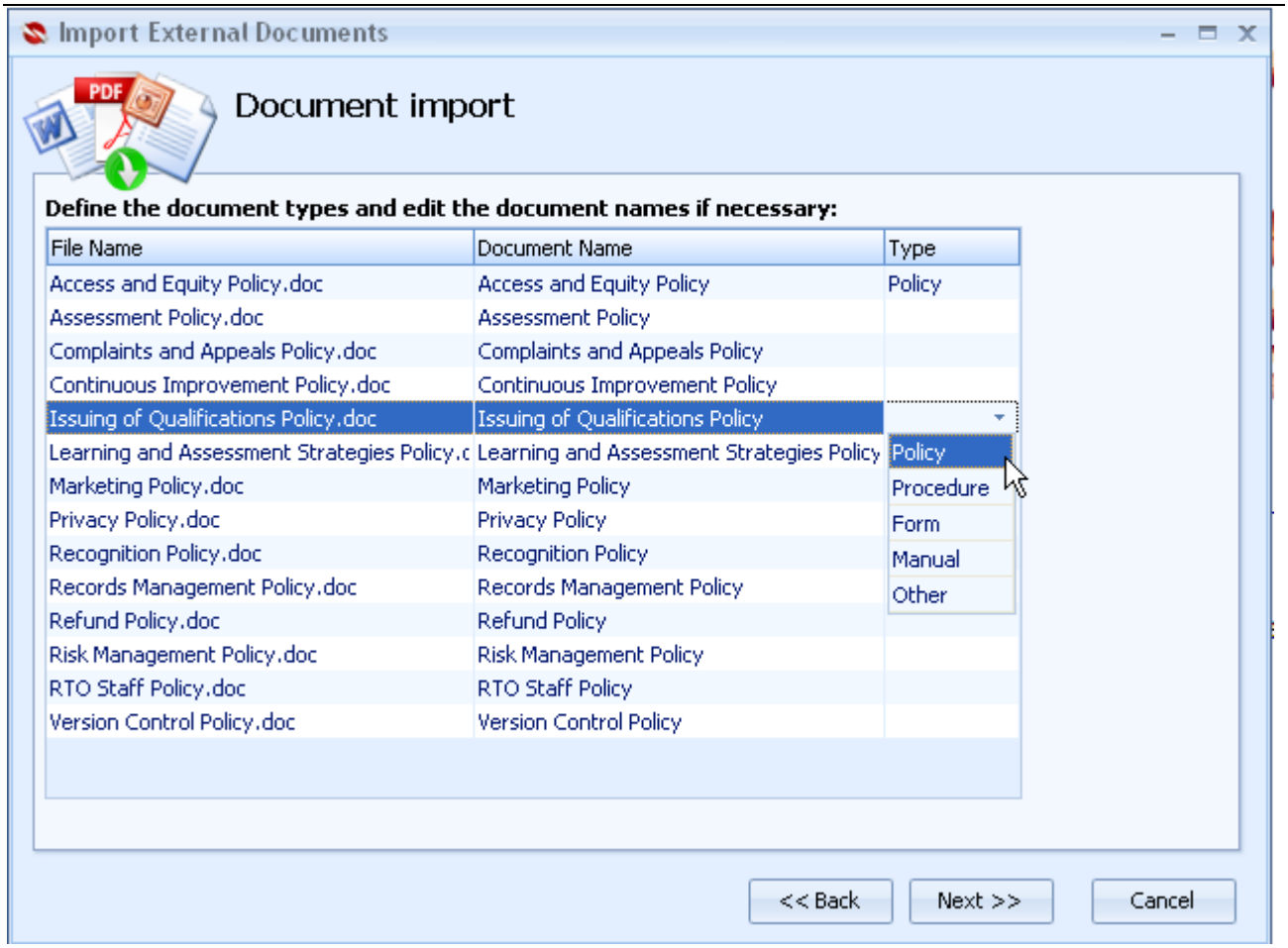

11. Make sure that you have selected a document Type for all documents, otherwise these will not be imported
12. Once all documents have a Type selected click the Next button to bring you to the following information screen

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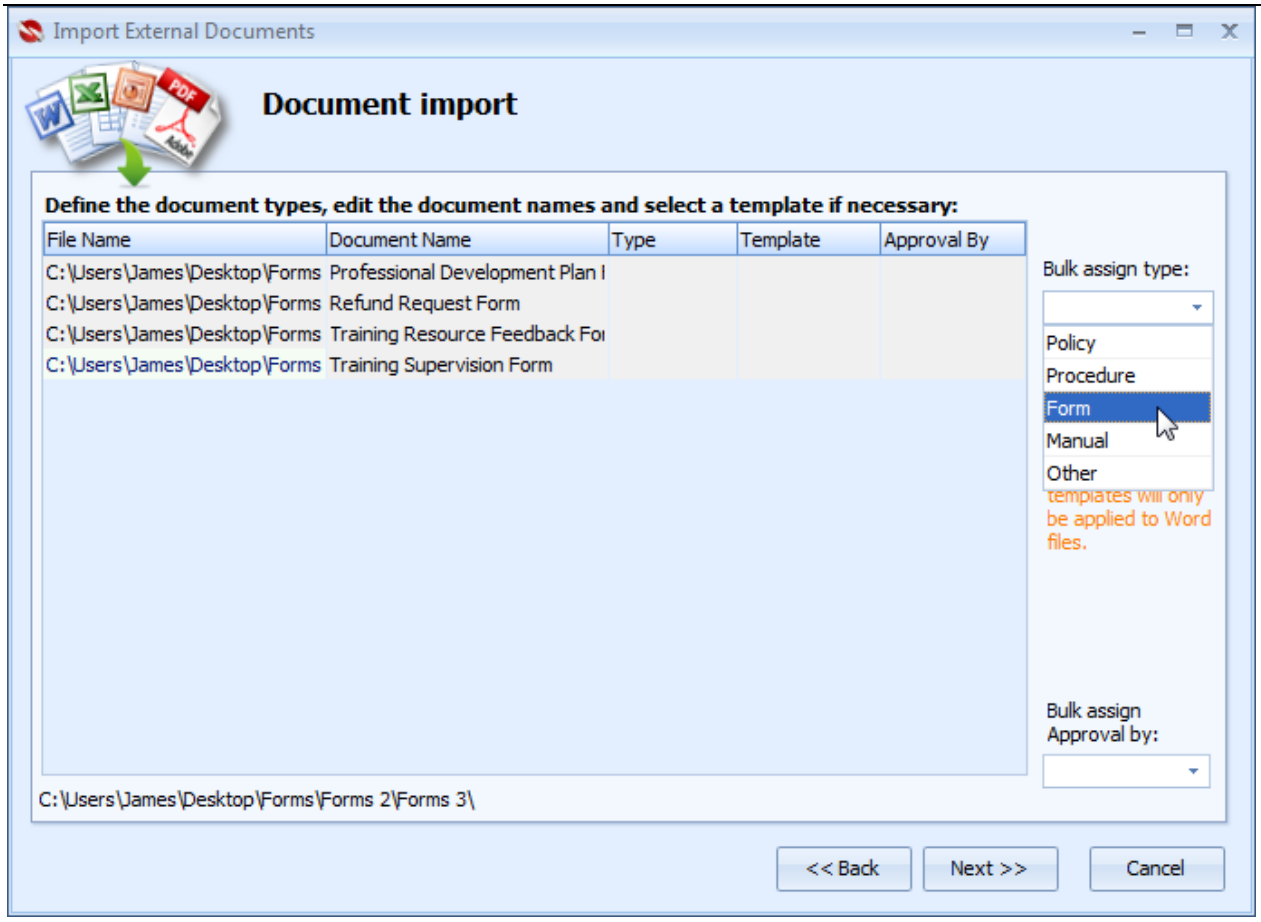

13. From here click on the Next button to begin the Import
14. Once all documents are imported click on Finish to close the Import Wizard

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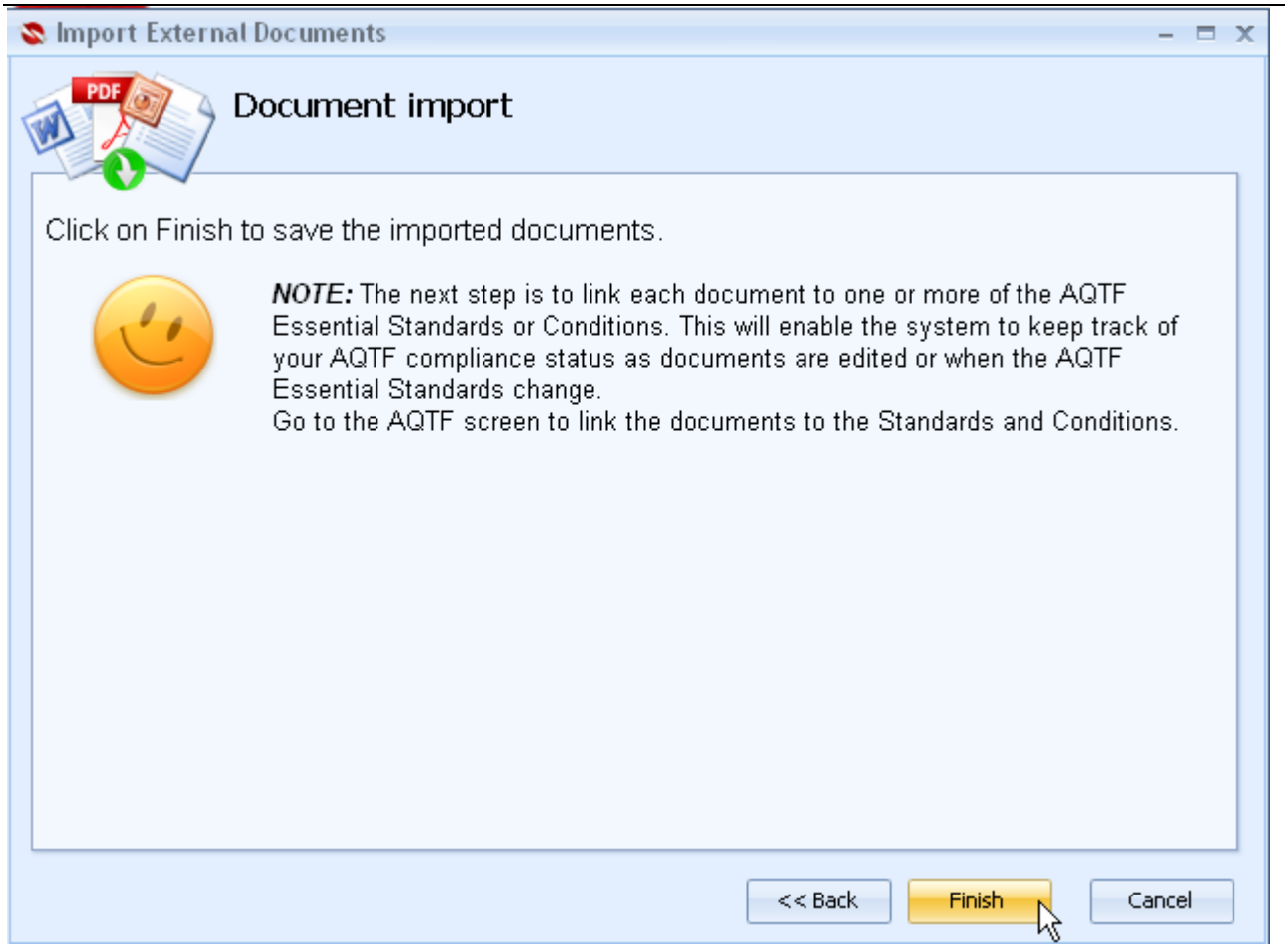
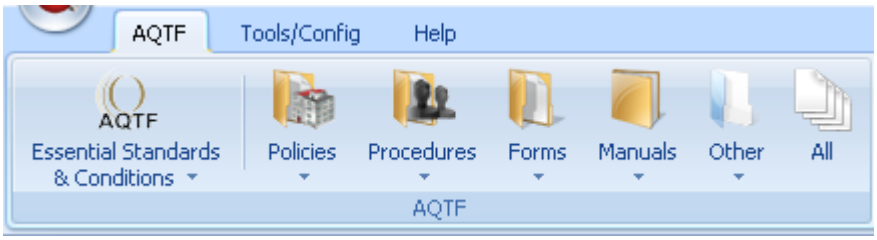

Import External Documents
Document import
Click on Finish to save the imported documents.
NOTE: The next step is to link each document to one or more of the AQTF Essential Standards or Conditions. This will enable the system to keep track of your AQTF compliance status as documents are edited or when the AQTF Essential Standards change.
Go to the AQTF screen to link the documents to the Standards and Conditions.
<< Back
Finish
Cancel

15. Your imported documents can be seen in the associated menu items on the Home Menu



16. In the Essential Standards Menu you will see all documents in the Available Documents Grid.
17. In the associated types, you will see a detailed description of the documents:
    a. Status
    b. Document Name
    c. Compliant
    d. Revision
    e. Revision Date
    f. Status Date
    g. Status Set By

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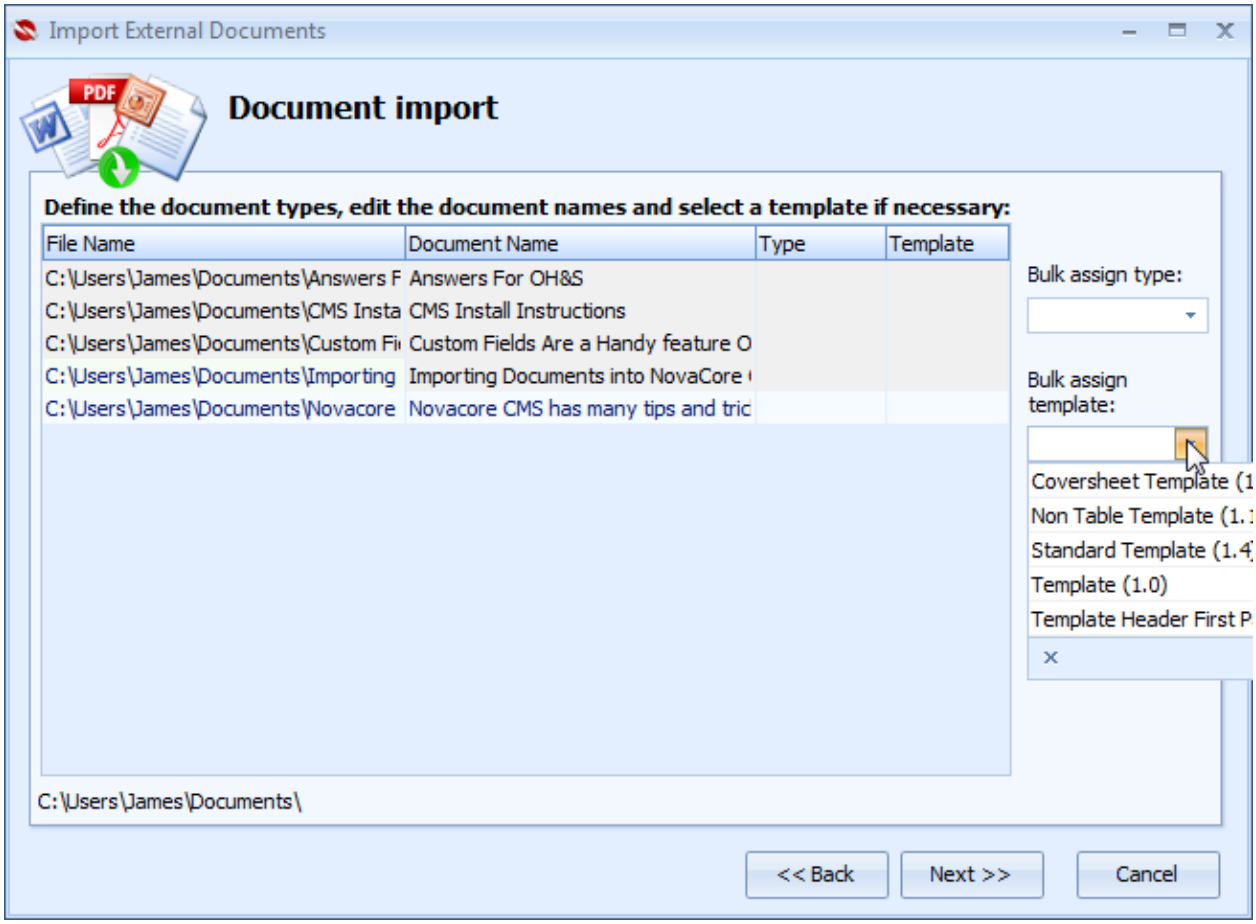
h. Review Date
i. Approved Date
j. Approved By
k. Created By
l. Private
m. Public

18. Users can also assign Templates on import. They can be assigned individually or bulk assigned (similar to bulk assigning a document type).



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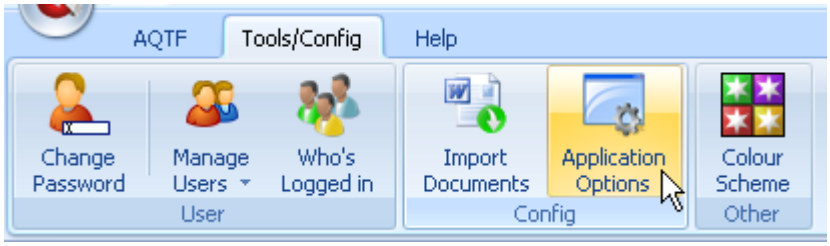
Application Options

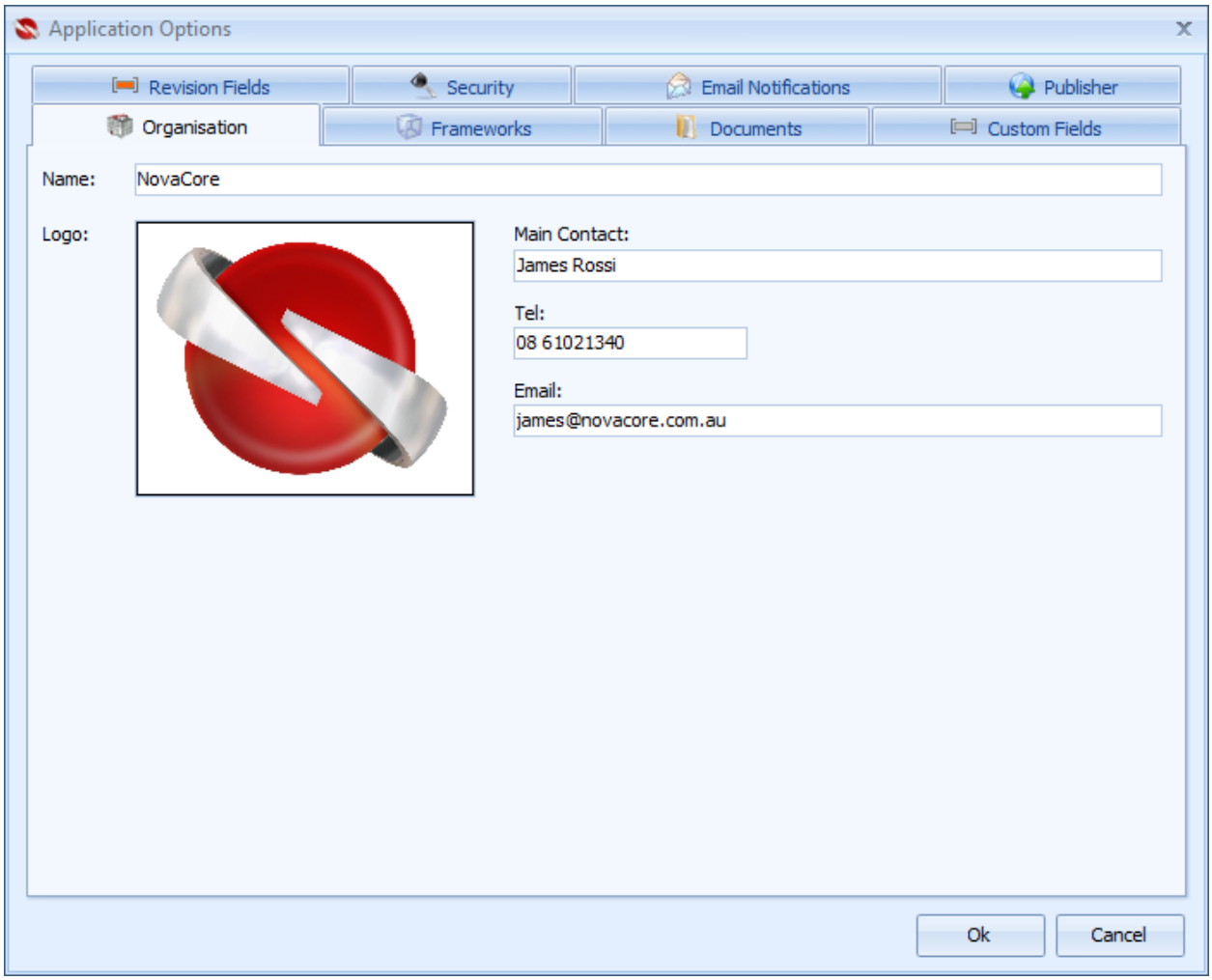
This feature allows you to set the Default values for System Documents and Editor Functions.

To access this menu:

1. Click on the Tools / Config Menu then click on Application Options



2. This will open up the Application Options popup window



Organisation Tab

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Name:

The Name field is used to set the RTO Name in the Default Templates provided with NovaCore.

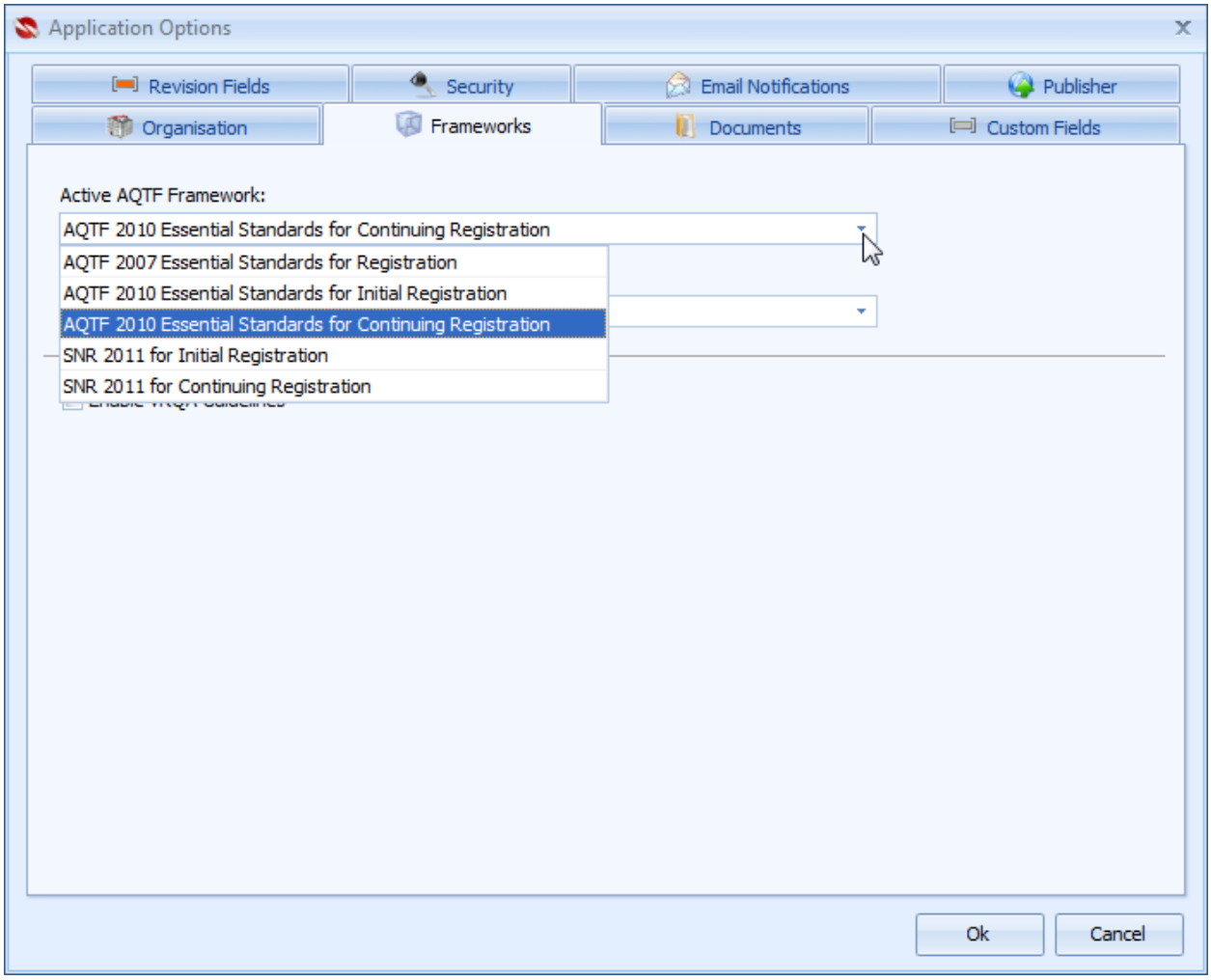
This function works similar to Mail Merge in Microsoft Office. The field is replaced with the RTO Name when the document is previewed but always looks like a field inside the editor.

Logo:

The Logo field is used to import your company logo to use as a header on all documents.

To set the logo:

1. Right Click in the Logo Box and click Load
2. Navigate to where your logo is located on your local drive and open the image to load it into NovaCore.



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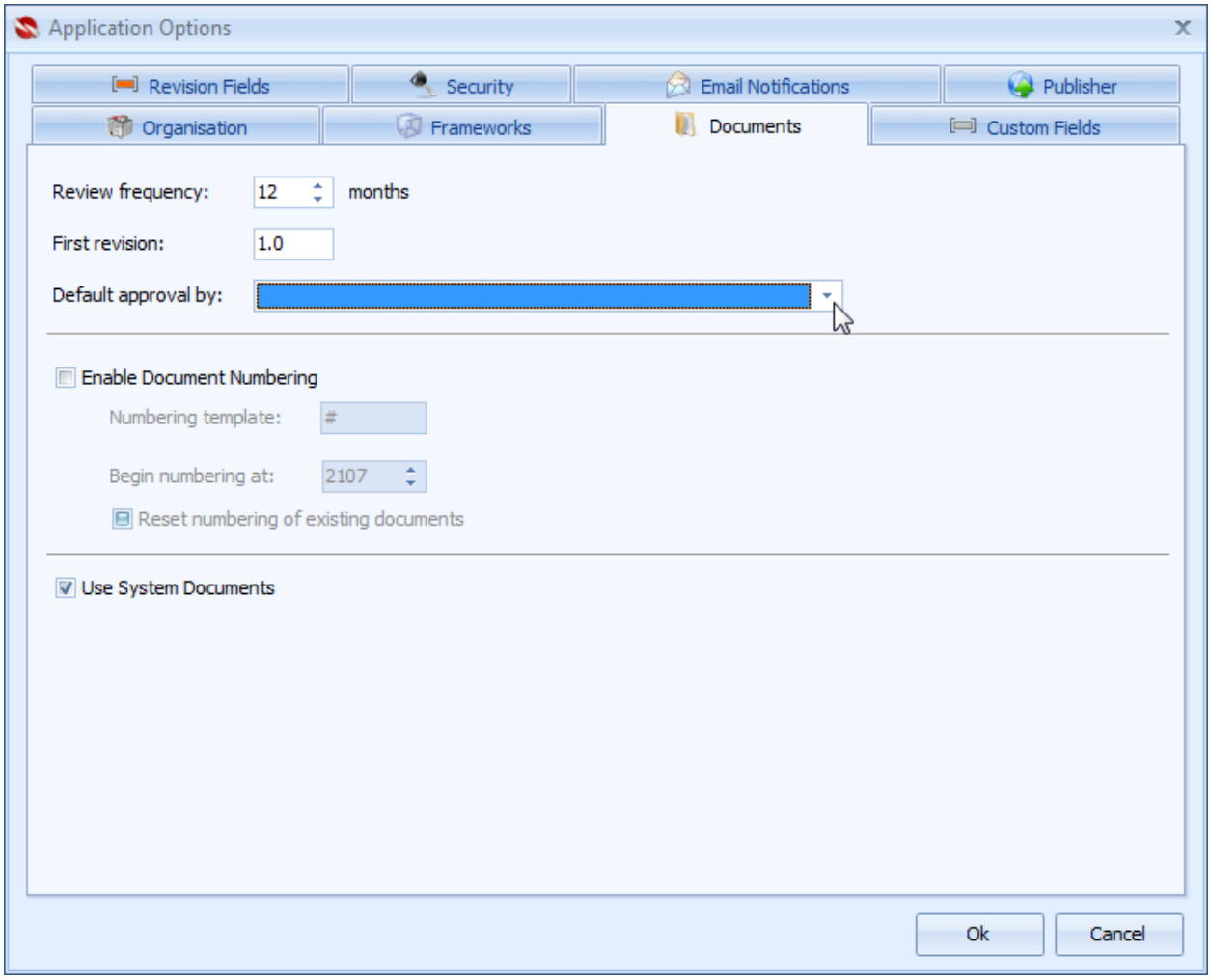
Frameworks Tab:

The Frameworks Tab allows you to set the default:

- AQTF/SNR Frameworks.
  - 2007 Essential Standards and Conditions
  - 2010 Essential Standards and Conditions for Initial Registration
  - 2010 Essential Standards and Conditions for Continuing Registration
  - 2011 SNR for Initial Registration
  - 2011 SNR for Continuing Registration.

- You can also perform an update action, including linking all you're currently linked documents to the updated 2011 NVR standards.
- VRQA guidelines can also be enabled in this Tab.



Documents Tabs:

The Documents tab allows you to set the default values for:

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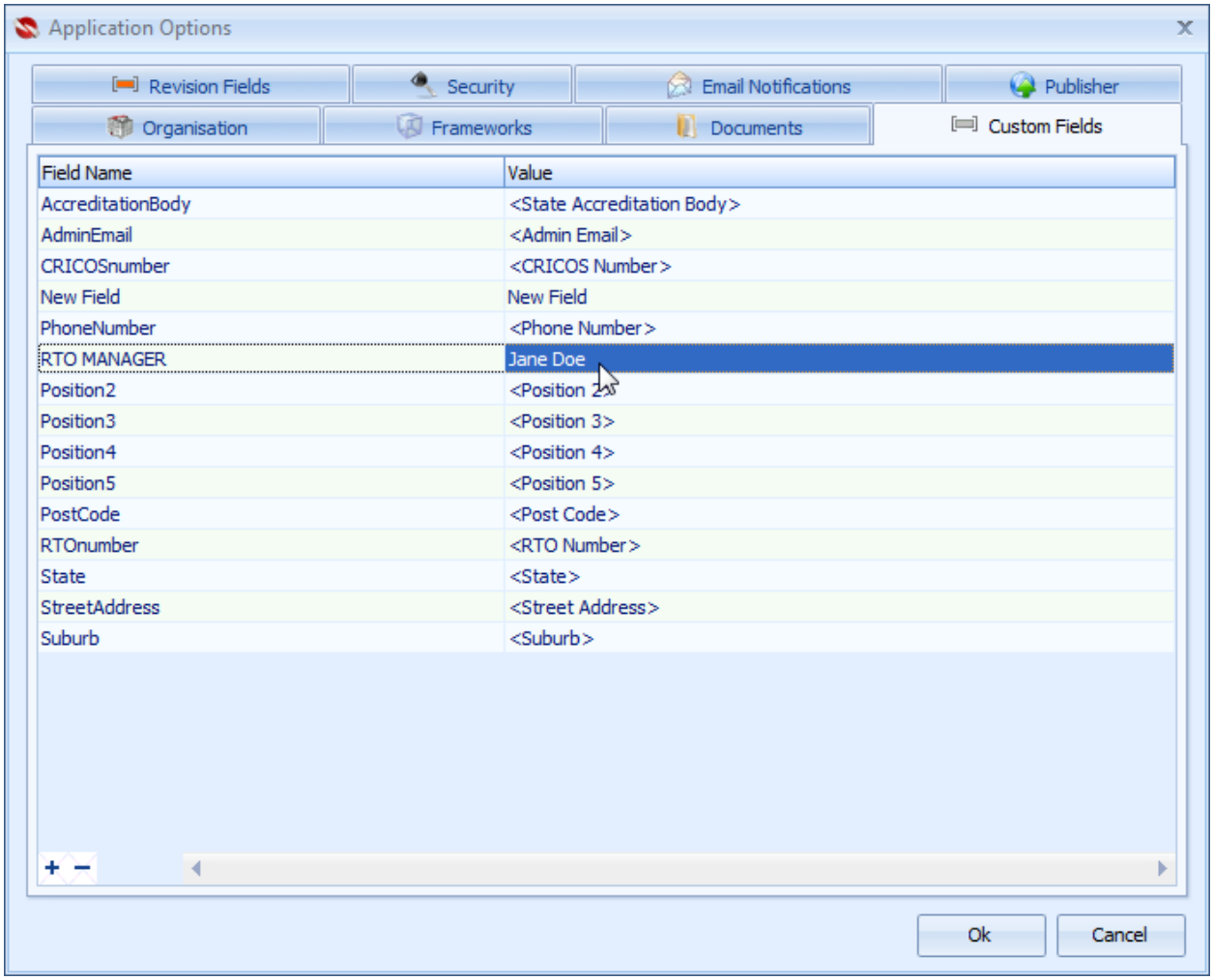
- Review Frequency
- Which revision number any imported documents will start at.
- Enable Document Numbering, including the option to reset the numbering of existing documents.
- Using System Documents or not
- Which users is the default for approving documents in NovaCore



Custom Fields Tab:

The Custom Fields Tab allows you to set the default values for:

- Existing Fields
  - Admin Email, CRICOS number, Phone Number, RTO Number and more can be set to reflect a specific RTO's Details.
  - These changes will automatically update all documents that use the specified custom fields.

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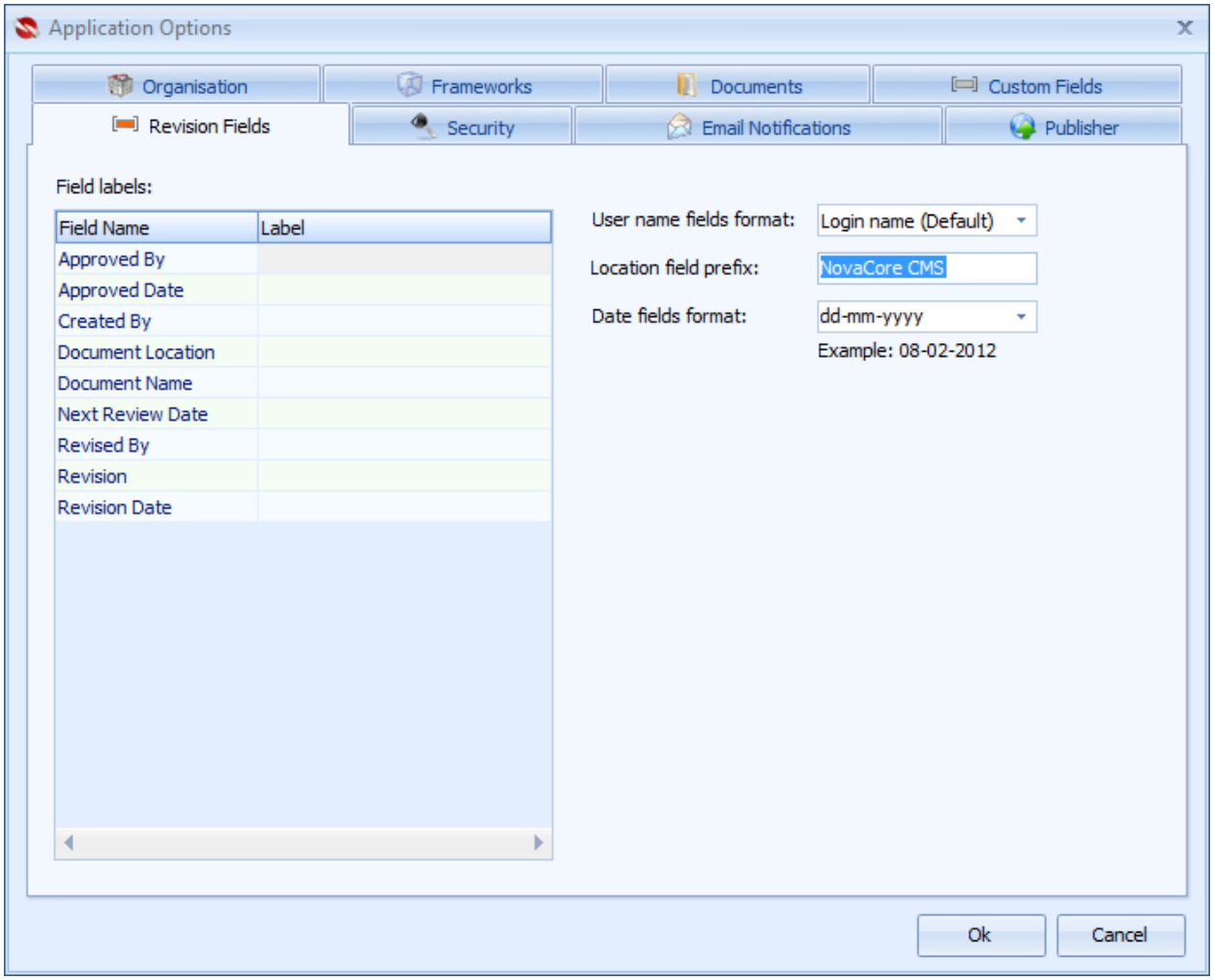
- Creating New Custom Fields
    - Clicking the plus button on the bottom left of the custom fields tab, allows users to create any number of custom fields.
    - The newly created fields can be inserted when a document is being edited, using the custom fields drop down menu.



Revision Fields Tab

The Revision Fields tab allows users to set the default values for:

- Revision fields (Approved By, Created By, Document Name…etc.)
- User name format (Login name, Full name or Surname)
- Location field Prefix
- Date Format (default is set to Australian Format)

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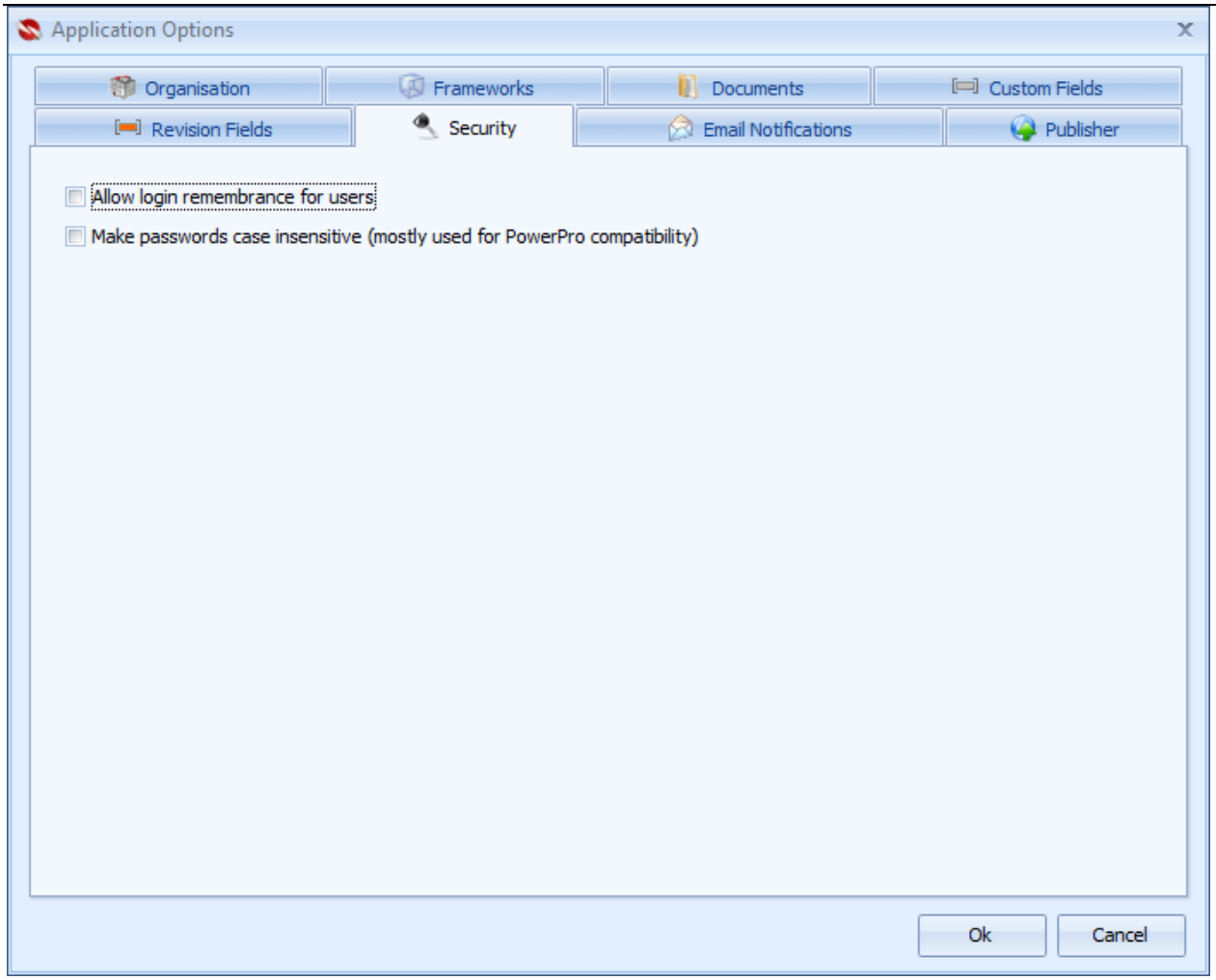

Security Tab

The Security Tab allows users to set the default vales for:

- Login Remembrance (Allowing your username and password to be saved, at the login screen).
- Make Password Case Insensitive (This feature is normally used when Powerpro RTO is Installed)

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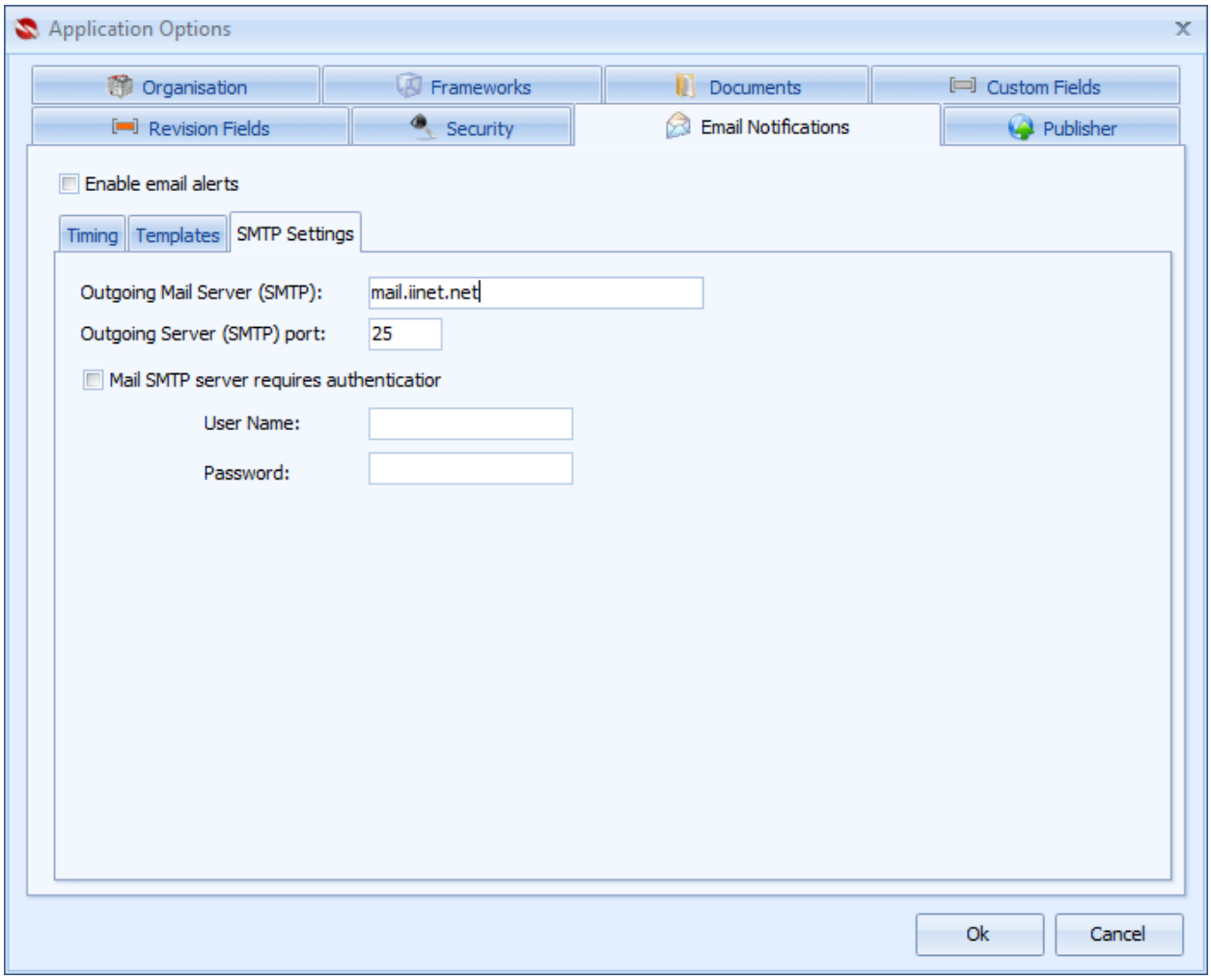

Email Notifications.

Email Notifications can now be sent to Users who have approval rights, letting them know when a document is coming up for review or a completed document needs to be approved.

To Set up & Configure Email Alerts:

1. Click on the SMTP Settings tab and tick enable email alerts
2. Enter your current ISP outgoing mail details (e.g. Telstra = mail.bigpond.com)
3. In Most cases no Authenticating is required and email alerts will be turned on after the Outgoing mail server is filled in
4. Under the Timing tab you can define how often you want emails to be sent as a reminder and how long before a documents review date an email will be sent.
5. Click Ok to exit application options and all users who are administrators or default approvers will be sent email notifications on documents that need actioning.

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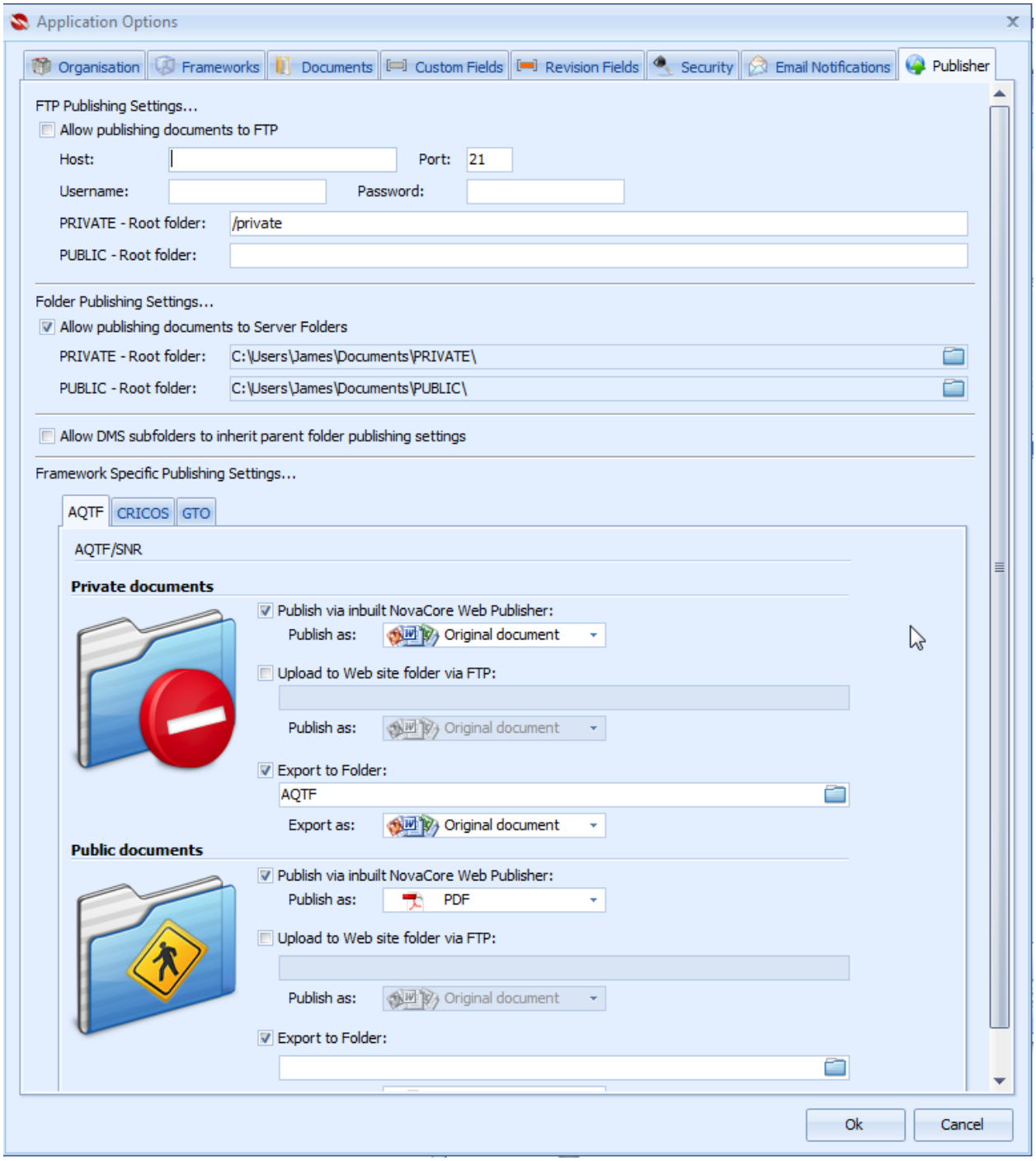

Publisher.

NovaCore has its very own in-built publisher that allows users to publish documents to a secure Password protected Intranet interface or a non-secured interface, depending on the document.

To Configure the Publisher for your Organisation:

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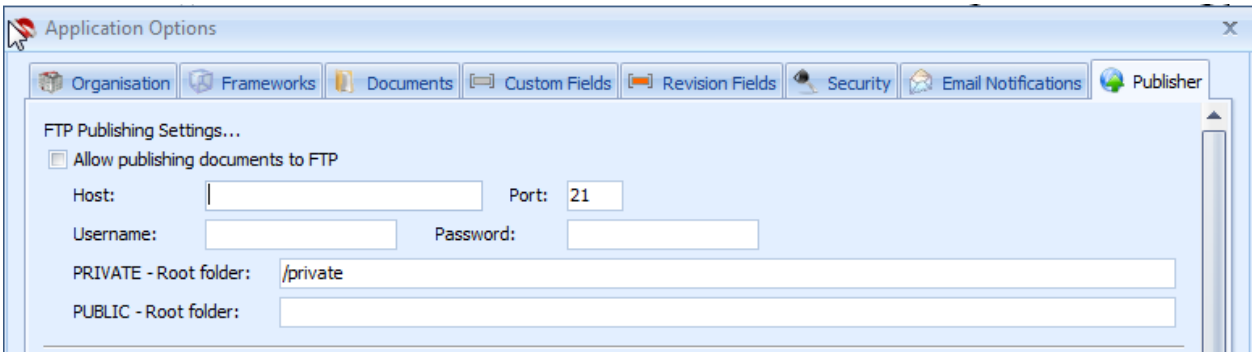
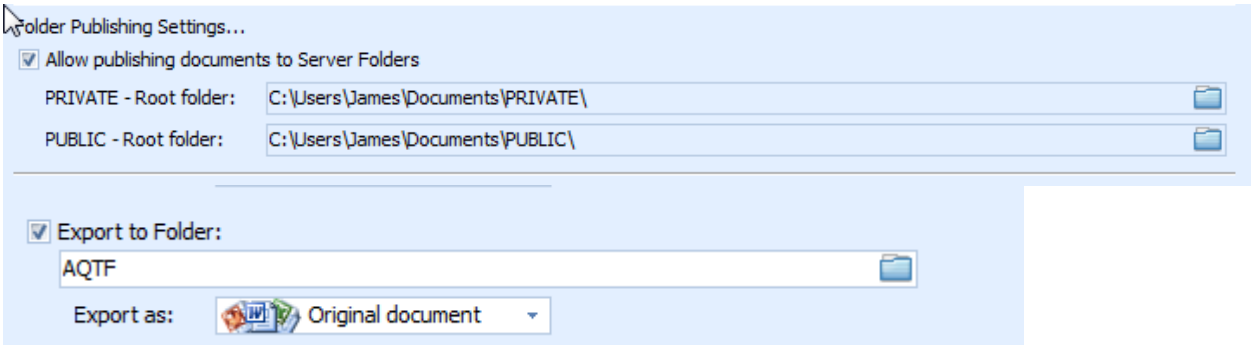
1. Make sure you have the latest publisher downloaded and installed its available at ***http://www.novacore.com.au/cms/install/publisher_setup.exe***
2. Click on the Publisher tab, under Application Options and here there is a variety of ways documents can be published.
    a. Via FTP – to a Webpage
    b. Using the NovaCore Web Publisher to publish to Local Network
    c. To a specified File on your Server.



Publishing Via FTP.

1. Tick Allow Publishing document to FTP
2. Place in the host name of your FTP account or website
3. Enter the Username for your FTP Account and the Password
4. Define where you would like your private documents and public document uploaded to.

(Please remember that the Files you would like to upload to your website or FTP account must be placed in the root directory of your website (e.g. public_html/private)).



Publishing to Local Server File.

1. Tick Allow publishing documents to Server Folders

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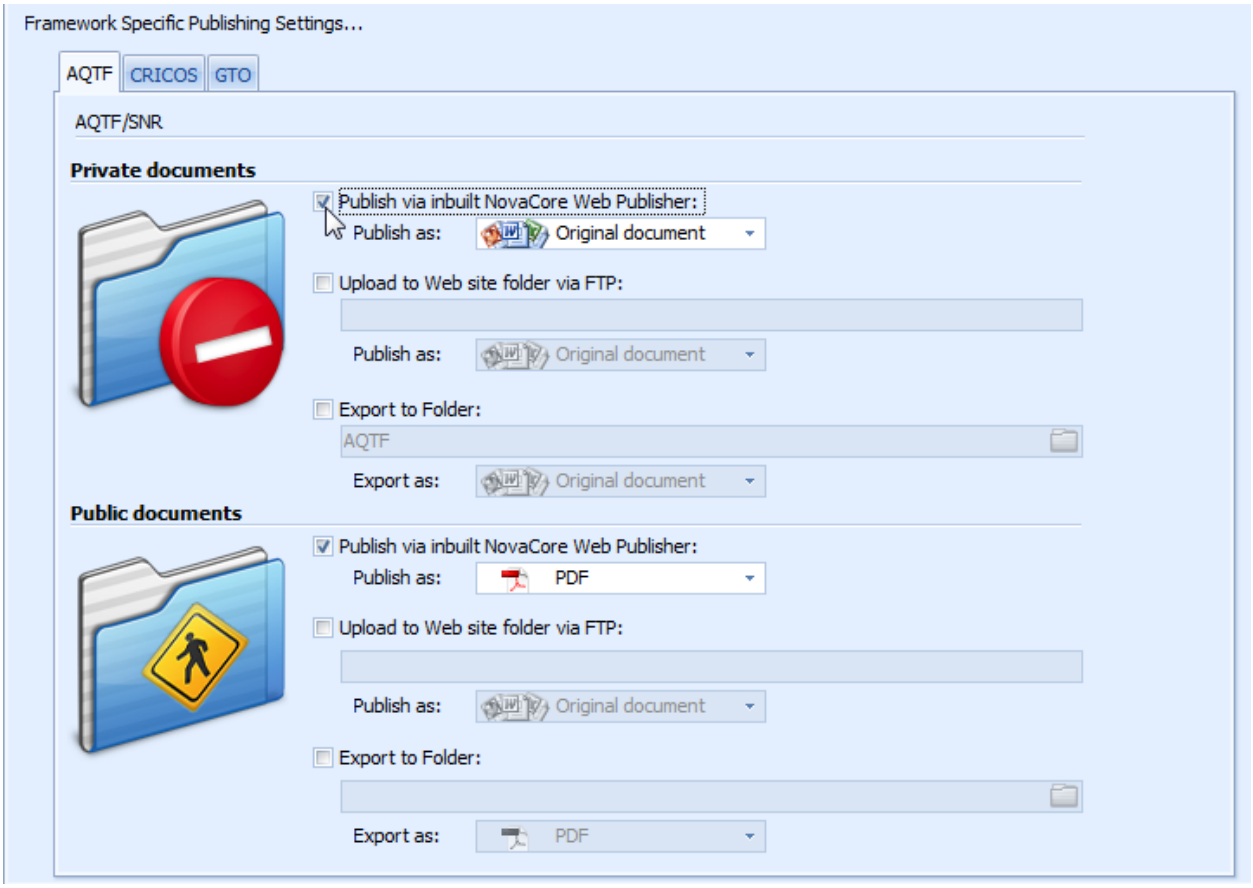
2. Specify the root folder for both Private and Public documents.
3. Choose the framework you would like to include in Server Folder Publishing and then tick Export to Folder
4. Specify whether the documents are to be original or PDF.
5. Specify the folder within the root folder you would like to export the documents.

(The Root Folders and Subfolders must be created outside of NovaCore before publishing to server folders will work)



Intranet Publishing via NovaCore Web Publisher – Framework Specific.

1. Tick Publish via inbuilt NovaCore Web Publisher for both private and Public in the framework you would like to publish.
2. Select what you would like the document to be published as (Original or PDF)
3. Exit the Publisher options and return to the NovaCore Startup Homepage.

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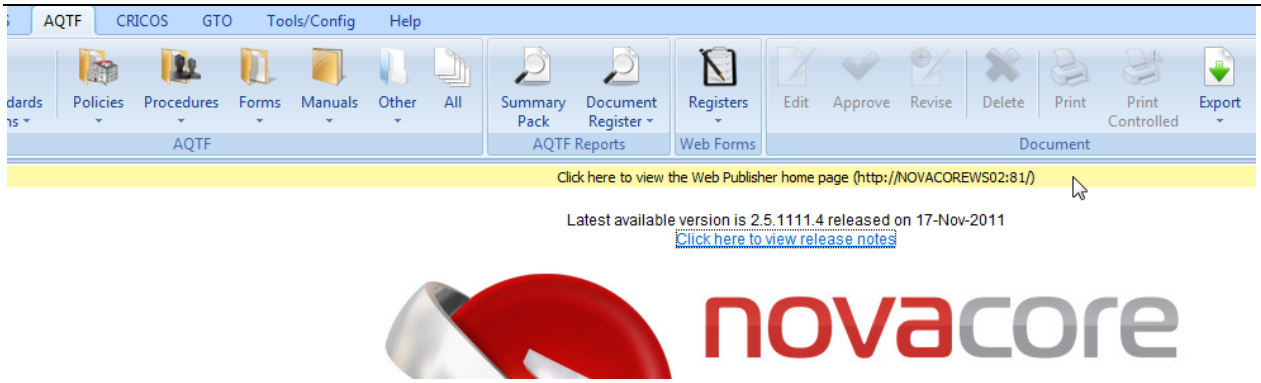
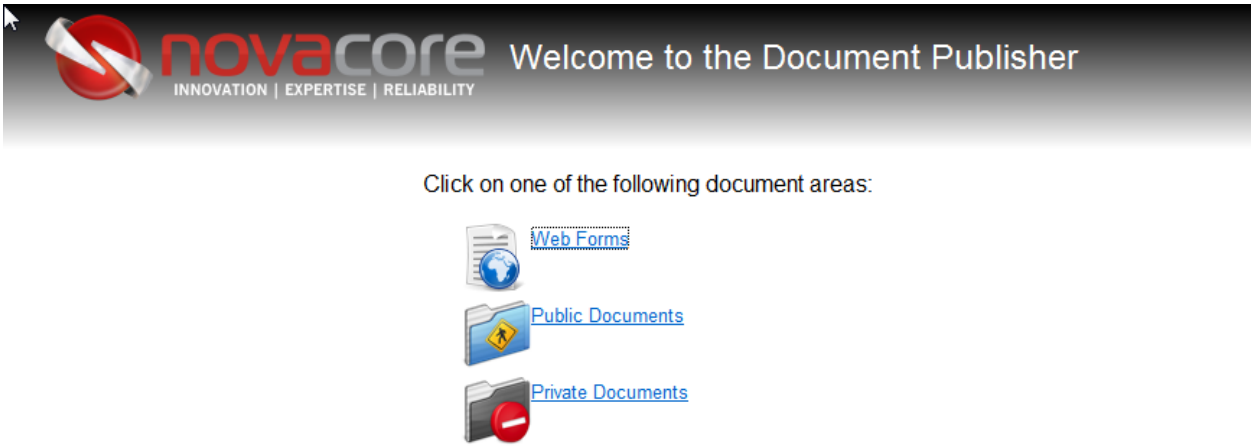


4. Click the Web publisher URL Found on the NovaCore Main Page .



5. The NovaCore Web Publisher URL can be found at the top of the NovaCore main page directly above the release notes.
6. The URL can be shared with anybody on your local network and they can access documents via a standard web browser.
7. The Look and feel of the Web interface can be customised to suit your Organisation.

Intranet Publishing via NovaCore Web Publisher – DMS Specific.

The Publisher can also publish Folders that reside in the Document Management System (DMS). The process is very similar to the Framework Specific Publishing but can be done on an individual folder basis.

To Publish DMS Folders:

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1. Right click on the folder you would like to publish and select Properties.

2. Click on the Publishing tab in the folders Properties.
3. Tick Publish Via inbuilt NovaCore Web Publisher for Both Private and Public Documents
4. Specify what format you would like these documents Published, either as PDF or Original Format.
5. Click Back once completed and now that folder will be published to the NovaCore Intranet web Publisher.

Creating Web Users to Login to Private Documents

If a document is marked as Public it does not require a Login and any person on your local network that has the NovaCore web Publisher URL can access documents that you specify as public, but if you have specified documents as Private then a User requires a Login and they need to be made a web user in NovaCore.

To Create a Web User:

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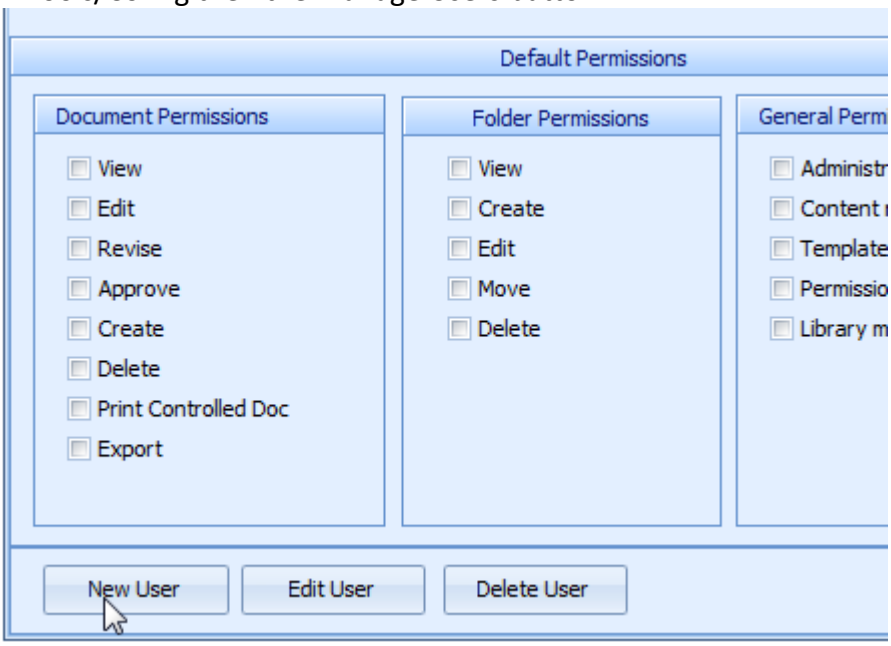
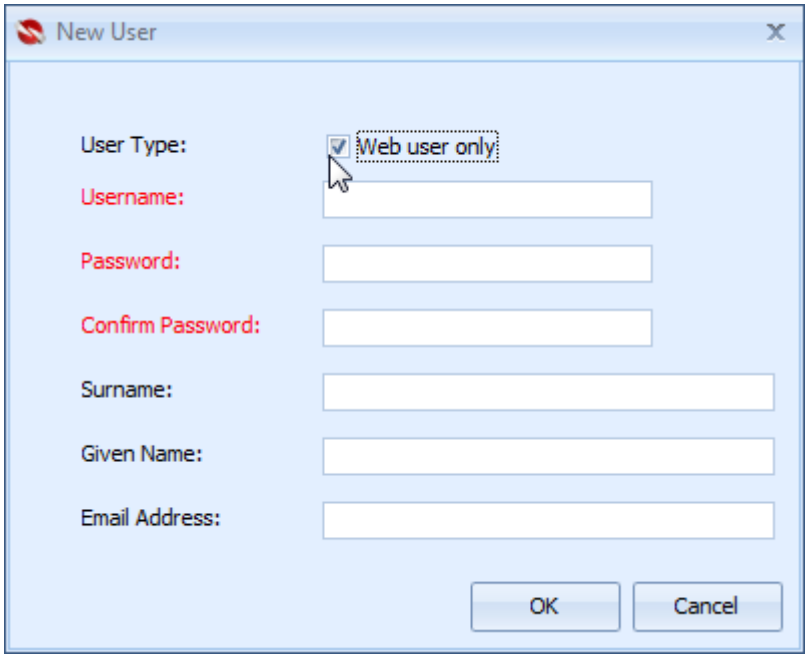
1. Click on Tools/Config then the Manage Users button.



2. At the bottom of the Manage Users Window click New User



3. Tick Web user only and fill in the field as Normal, if email notifications is configured the user will receive an email from NovaCore notifying them of their username and Password.
4. The User can now Log into Private documents Via the NovaCore Web Publisher Interface from any web browser that is on your local Network.
5. You can also specify whether this user is allowed to view document as part of their permissions.

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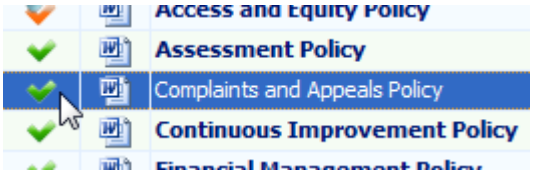
Publishing Documents.

Getting documents to appear in the various publishing locations is very easy:



1. Make Sure the Document you want to Publish is an Approved Document.

2. Locate the Private and Public Icons in the Framework you would like to publish.

3. Tick the publishing Preference you would like (Private or Public)

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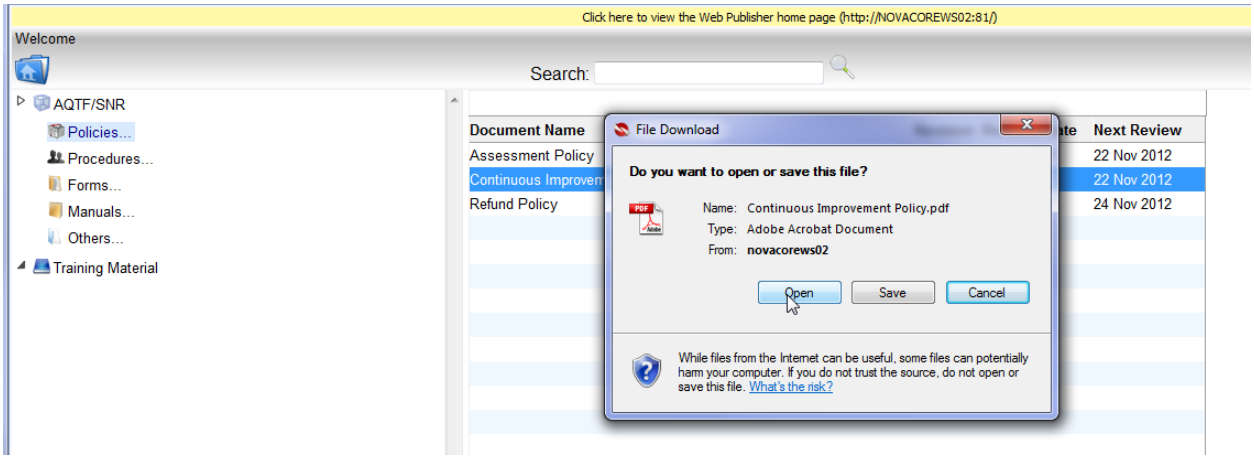
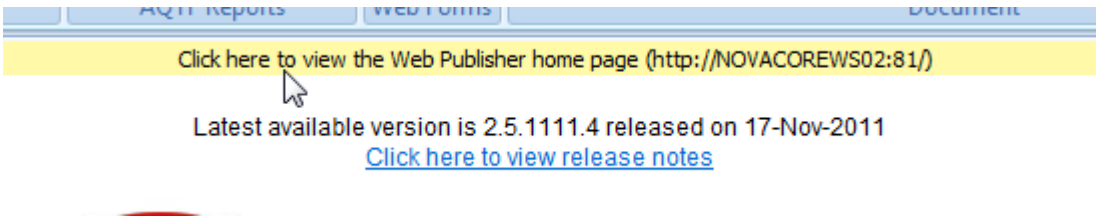


4. Files will be published to the web interface immediately but may take up to 60 minutes to appear in FTP and Server File Locations.

Using the NovaCore Publisher Web Interface as a Public User


Click here to view the Web Publisher home page (http://NOVACOREWS02:81/)
Latest available version is 2.5.1111.4 released on 17-Nov-2011
Click here to view release notes

All Documents that are marked as public can be viewed by anyone simply by entering the NovaCore Web Publisher URL, Which can be found as a link on the NovaCore Main Page.

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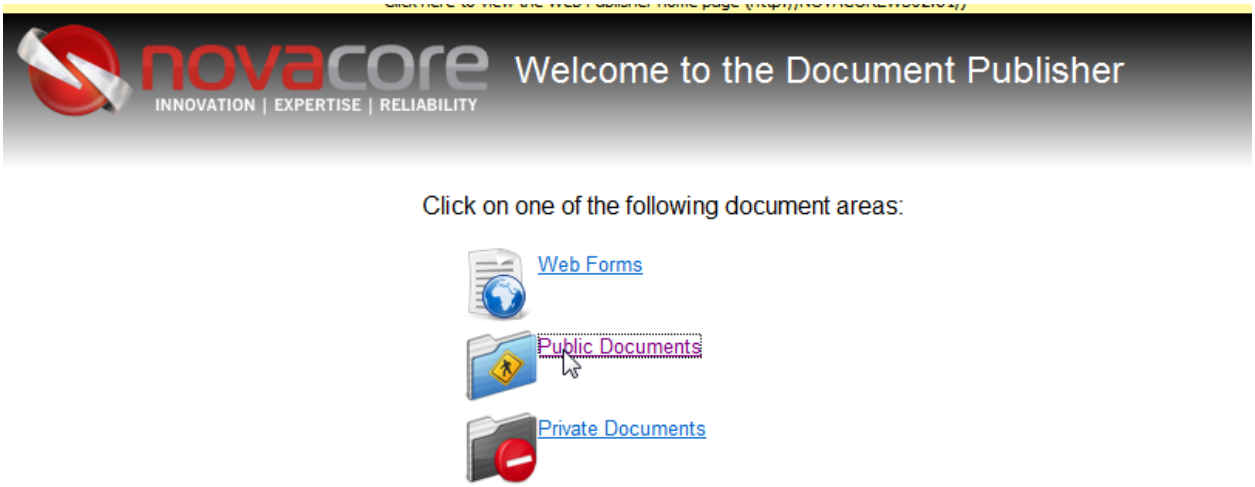
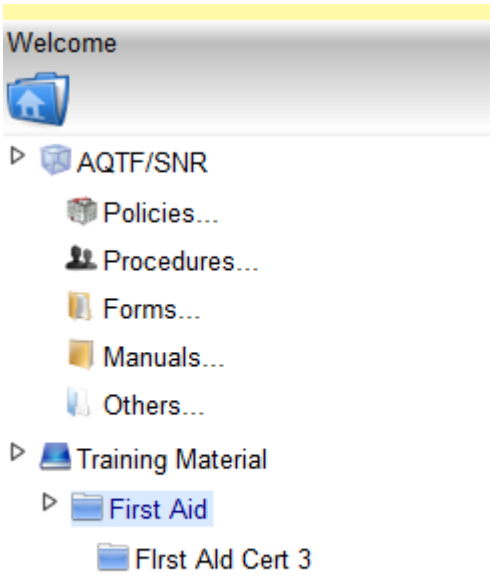


The view is very simple and similar to the bird's eye view in the AQTF/SNR or CRICOS & GTO Frameworks.



Each Document section is laid out on the left and you can navigate all Policies, Procedures, Forms, Manuals and Others, as well as all Published DMS Folders on the Left Hand Side

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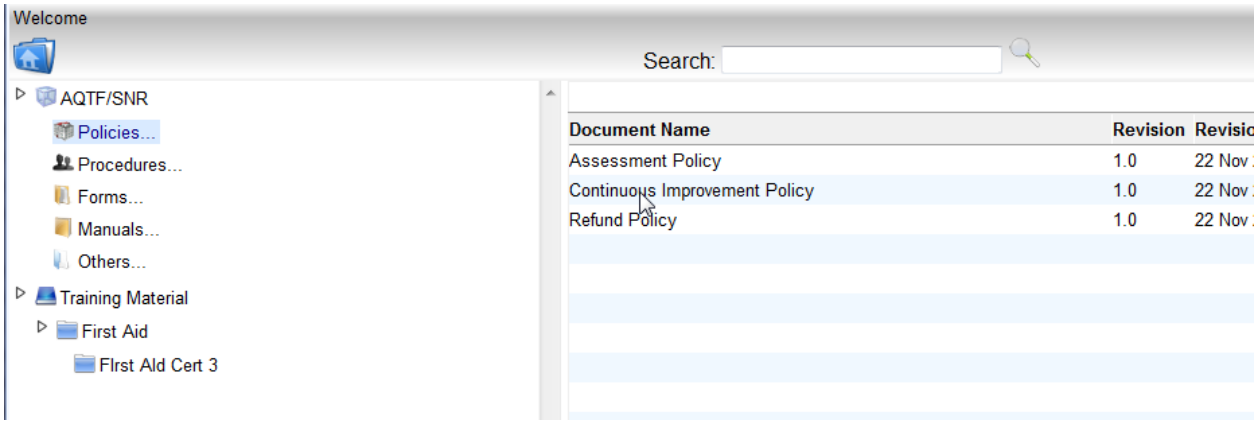
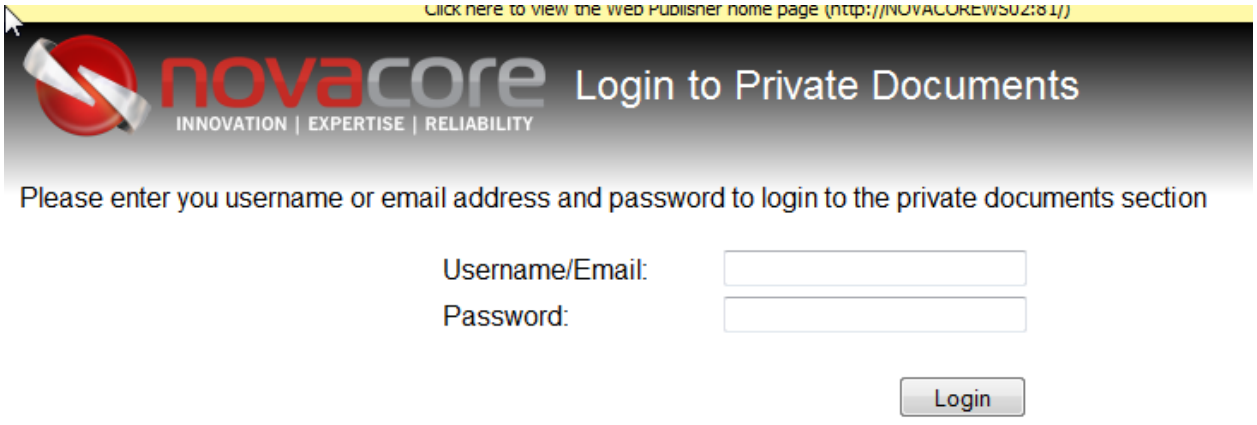


The Documents which were ticked as Public will appear on the right hand side, when the relevant section is selcted on the left. (e.g. All Publicly Published Policies are currently shoing on the right of the above image).

Using the NovaCore Publisher Web Interface as Private User

The NovaCore Web Publisher interface is the same in both Private and Public sections.
The only difference being a Private user requires a login to see any published documents Marked as Private.


Click here to view the Web Publisher home page (http://NOVACOREWS02:81/)
novacore
INNOVATION | EXPERTISE | RELIABILITY
Login to Private Documents
Please enter you username or email address and password to login to the private documents section
Username/Email:
Password:
Login

Once Logged in the User can now see all private documents via the web interface.

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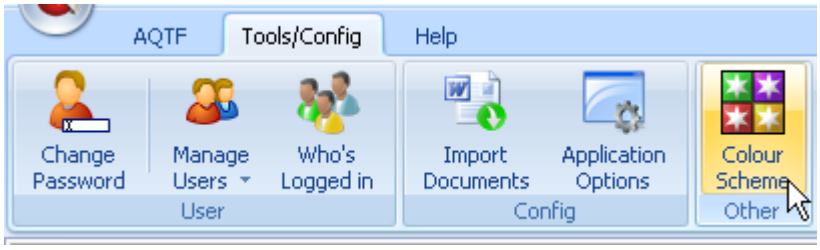
Colour Scheme

This feature allows each individual user to set their Colour Scheme or SKIN for the application. It provides the user with some control over the look of their working display.

To access this menu:

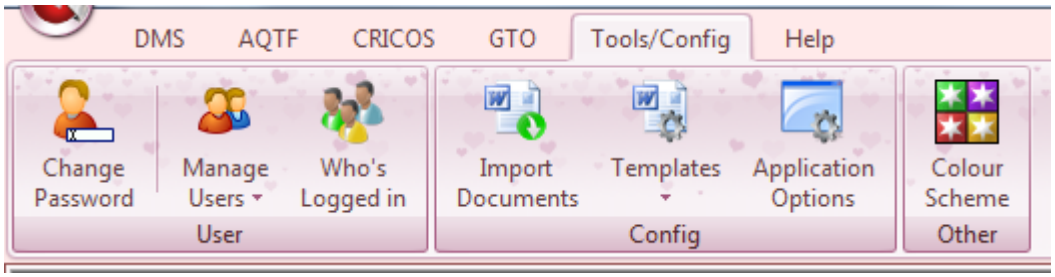
1. Click on the Tools / Config Menu then click on Colour Scheme



2. This will open up the windows explorer function and direct you to the default location for the SKINS provided by NovaCore Systems. NovaCore Systems will release additional SKINS as part of scheduled updates.

The default SKIN for NovaCore is called 'Office2007Blue' and can be seen in the image above.

An example of an additional SKIN is the Valentine, which can be seen below.



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Help Menu Functions

This chapter covers the Help Menu functions within NovaCore

Links:

- Useful Links

Help

- User Manual
- Remote Support
- About NovaCore
    - About NovaCore
    - Installed Updates
    - Database
    - License Agreement

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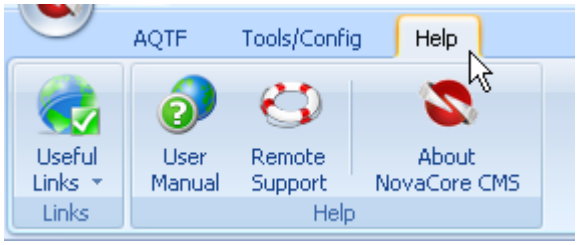
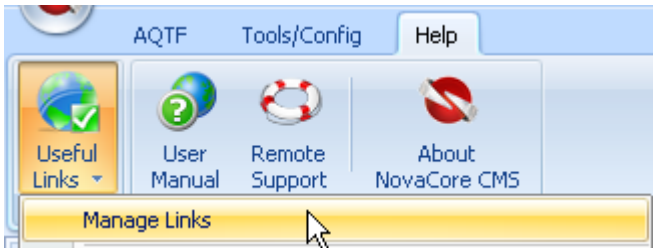
Useful Links

The Useful Links Menu button displays and controls the function of useful website links



Manage Links

To add or manage useful links:



1. Click on the Help Menu tab and then click the Useful Links button.
2. Click on the Manage Links dropdown and the Manage Useful Links popup window will appear

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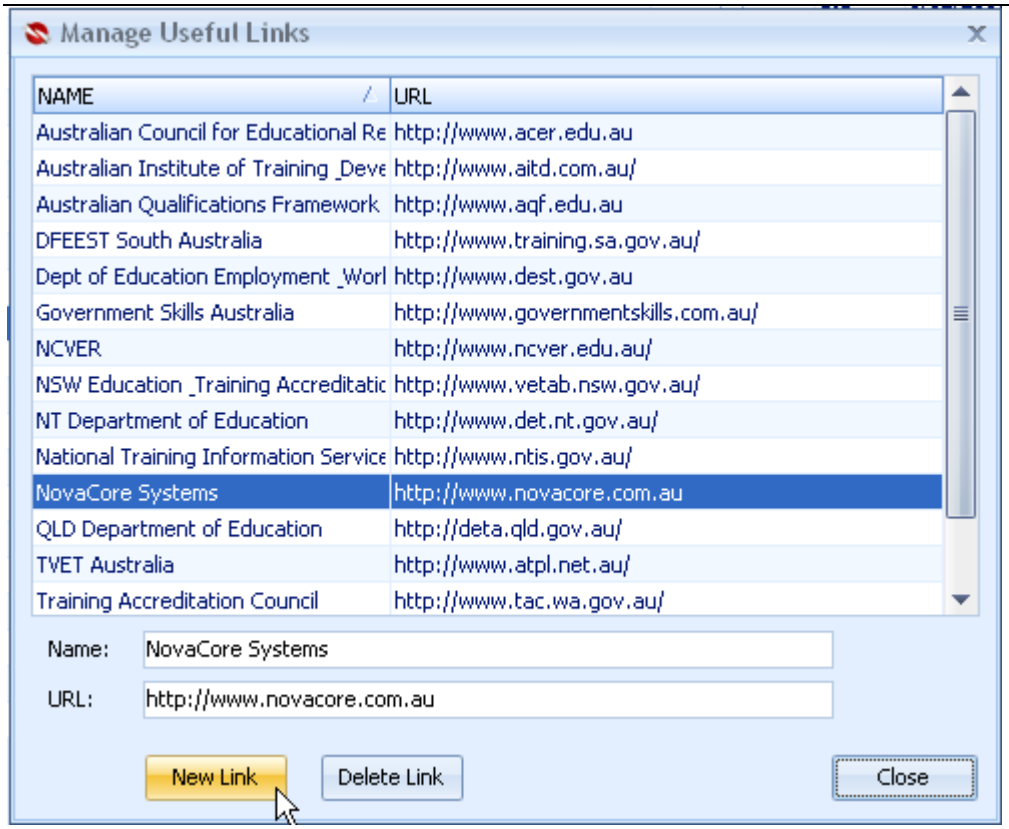

To modify a Link:

3. Highlight the associated link and make the necessary changes in the Name and URL box.

To add a Link:

4. Click on the green + symbol
5. Then type in the name and URL of the desired link

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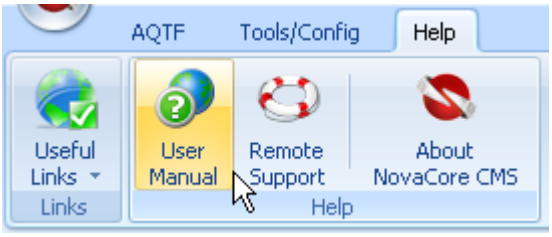
User Manual

To open up the NovaCore User Manual:

1. Click on the Help Menu and then click on the User Manual button



An updated Version of the NovaCore User Manual can be found at

http://www.faq.novacore.com.au

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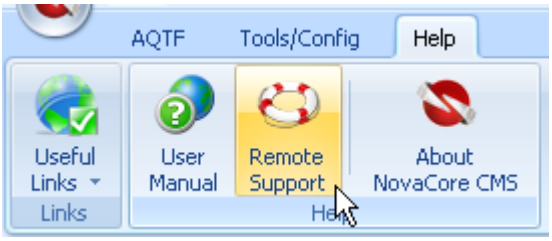
Remote Support

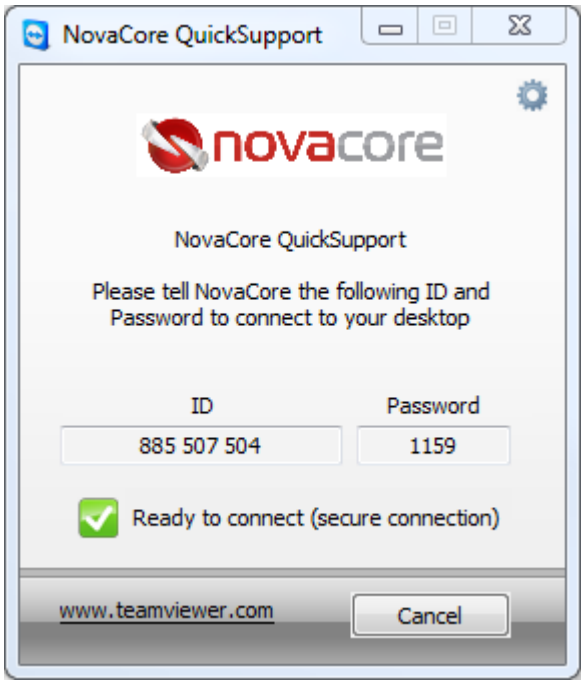
NovaCore has its own Remote Support Tool.

To open up the Remote Support Tool:

1. Click on the Help Menu and then click on the Remote Support button



2. This will then activate the Remote Support Tool



3. You will need to tell NovaCore Systems Support the ID and Password generated
    a. The ID is a constant number as it is based on the system hard drive
    b. The Password changes every time you activate the Remote Support Tool. This means that you must activate the Remote Support Tool for support staff to login and provide remote assistance

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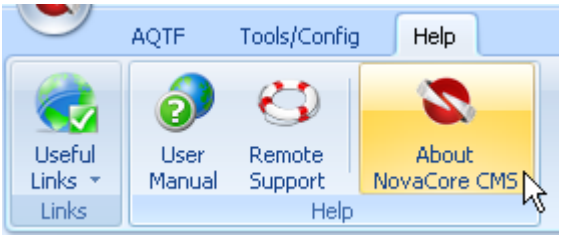
About NovaCore Systems

This menu function provides the following:

- About NovaCore
- Installed Updates
- Database
- License Agreement

To access this menu:

1. Click on the Help Menu and then click on the Remote Support button



2. This will open up the About NovaCore popup window

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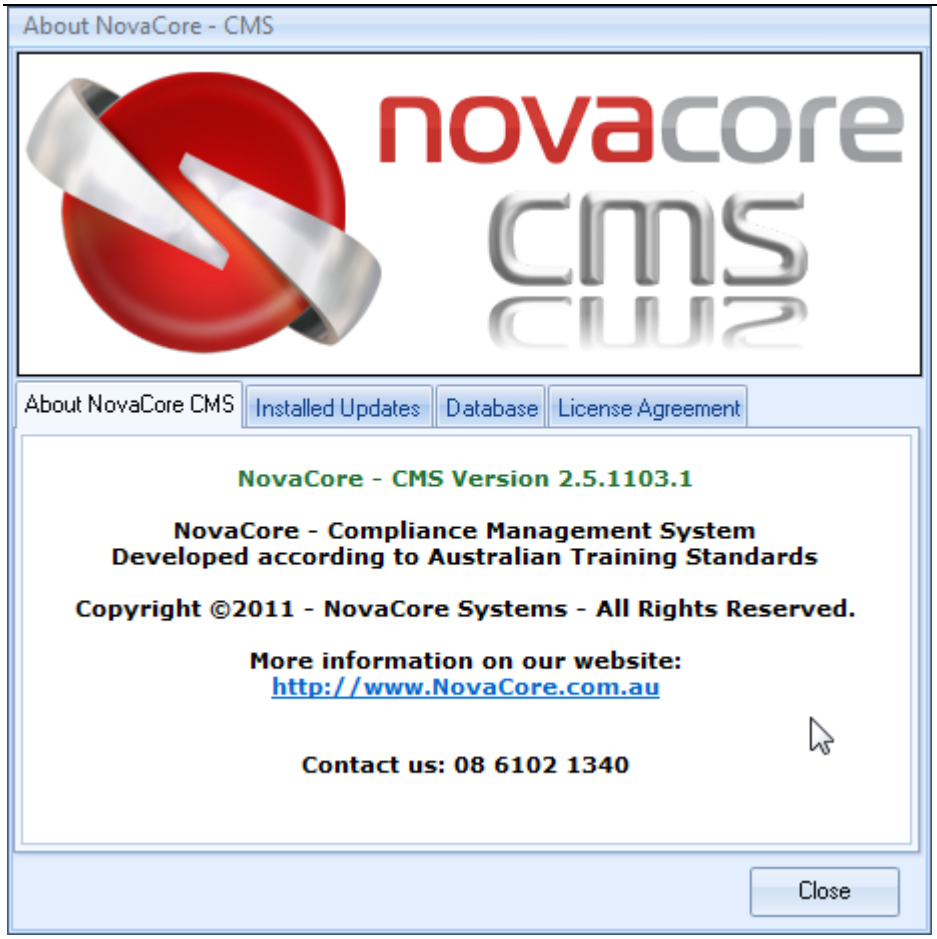

3. The About NovaCore tab includes general information and contact details for the product

4. The Installed Update tab displays all updates installed.
    a. This provides NovaCore Systems with the information needed to provide the necessary support
5. The Database tab lists the information of the NovaCore database as well as the Firebird Database Engine that is used to control NovaCore.
6. The License Agreement tab outlines the Software License Agreement for the use of NovaCore.

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How To

Edit a document

Either right-click a document and select Edit from the pop-up menu or click on the menu button on the Document Control tab to edit a selected document.
A document can only be edited if you have got the *edit* permission set for your user account.

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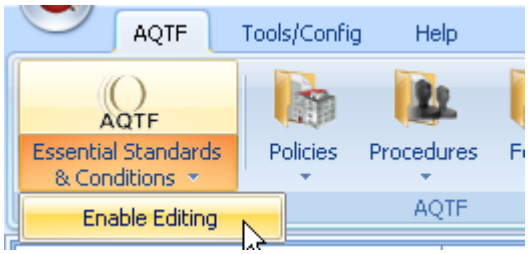
Link a document

Linking documents to the AQTF Standards and Condition is performed within the AQTF screen. Enable editing by selecting the menu option



Now select an AQTF Standards Element or Condition. Then select one or more (using the CTRL or SHIFT keyboard buttons) documents from the Available Documents list.

Clicking the

button will now associate the selected document to the selected AQTF Standard or Condition.

Linking can only be performed if you have got the *content management* permission set for your user account.

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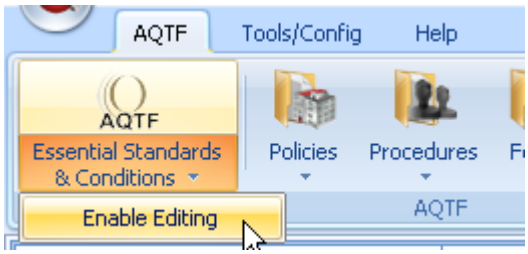
Unlink a document

Linking documents to the AQTF Standards and Condition is performed within the AQTF screen. Enable editing by selecting the menu option



Now select an AQTF Standards Element or Condition containing the document that need to be Unlinked.

Select one or more (using the CTRL or SHIFT keyboard buttons) of the linked documents.

Clicking the

button will now unlink the selected documents from the AQTF Standard or Condition.

Unlinking can only be performed if you have got the *content management* permission set for your user account.

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Change a documents revision

Either right-click a document and select Revise from the pop-up menu or click on the

menu button on the Home Menu to revise a selected document.

In the Revise Document pop-up window select either Major or Minor revision. The system will keep strict control over version numbering for you.

A document can only be revised or marked for revision if you have got the *approve* permission set for your user account.

Change a documents status

The status of a document is automatically changed by the system depending on the state of the document. For example if a document is in the *approved* state but it's Review Date has lapsed then it's state will change to the *needs to be reviewed* state.

Approve a document

Only documents that are in the *waiting to be approved* or *edit* states can be approved.

Either right-click a document and select Approve from the pop-up menu or click on the

menu button on the Home Menu to approve a selected document.

A document can only be approved if you have got the *approve* permission set for your user account.

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Snippets

Status Icons

Document needs to be reviewed. The document's review date has been reached.

Document is waiting to be edited. Someone has initiated a revision for the document but editing has not yet begun

Document is being edited.

Document is waiting to be approved. The document was edited and marked as complete when saved.

Document has been approved.

Private

The Private flag indicates that the document can be published within the organisation's intranet. Documents are published as Original Format or as PDF files through a web interface. The Publisher service can be installed on a server and integrated with the organisation's intranet.

Public

NovaCore has its very own in-built publisher that allows users to publish documents to a Web Interface for all users to see via the URL which appear on the NovaCore Start Page, Public Documents do not require a Login Once Published and can be viewed by anyone who is on the same local network as NovaCore.

All dates in use the PC's default date format. A drop-down calendar can be used to modify dates where applicable.

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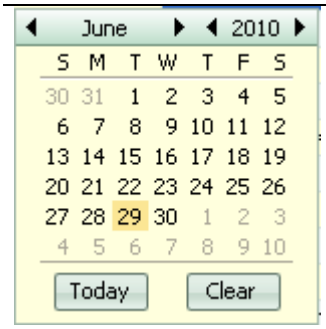

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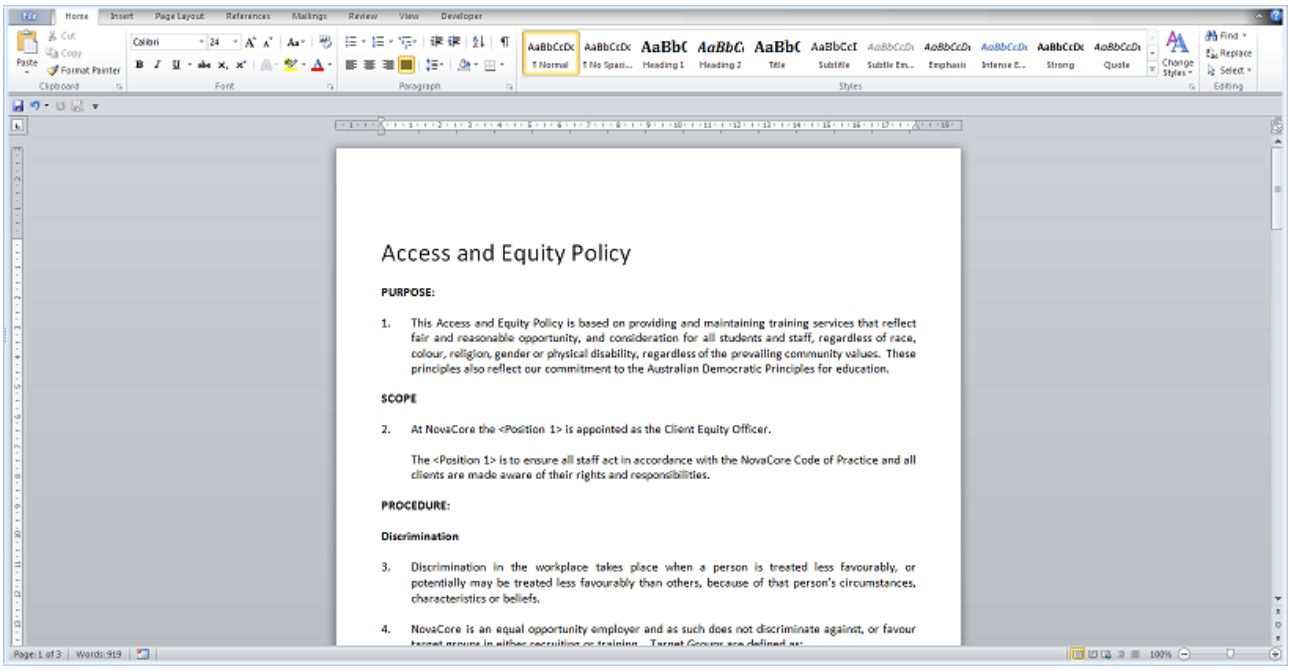
Editing Functions

This chapter covers the Editing Functions within NovaCore

Novacore uses an embedded version of Microsoft Office, giving you almost all the features of Word, Excel and PowerPoint.

Microsoft Office 2007 or 2010 is required to edit documents.


Access and Equity Policy
PURPOSE:
1. This Access and Equity Policy is based on providing and maintaining training services that reflect fair and reasonable opportunity, and consideration for all students and staff, regardless of race, colour, religion, gender or physical disability, regardless of the prevailing community values. These principles also reflect our commitment to the Australian Democratic Principles for education.
SCOPE
2. At NovaCore the <Position 1> is appointed as the Client Equity Officer.
The <Position 1> is to ensure all staff act in accordance with the NovaCore Code of Practice and all clients are made aware of their rights and responsibilities.
PROCEDURE:
Discrimination
3. Discrimination in the workplace takes place when a person is treated less favourably, or potentially may be treated less favourably than others, because of that person's circumstances, characteristics or beliefs.
4. NovaCore is an equal opportunity employer and as such does not discriminate against, or favour

For Information on how to use Microsoft Word ***Click Here***
For Information on how to use Microsoft Excel ***Click Here***
For Information on how to use Microsoft PowerPoint ***Click Here***

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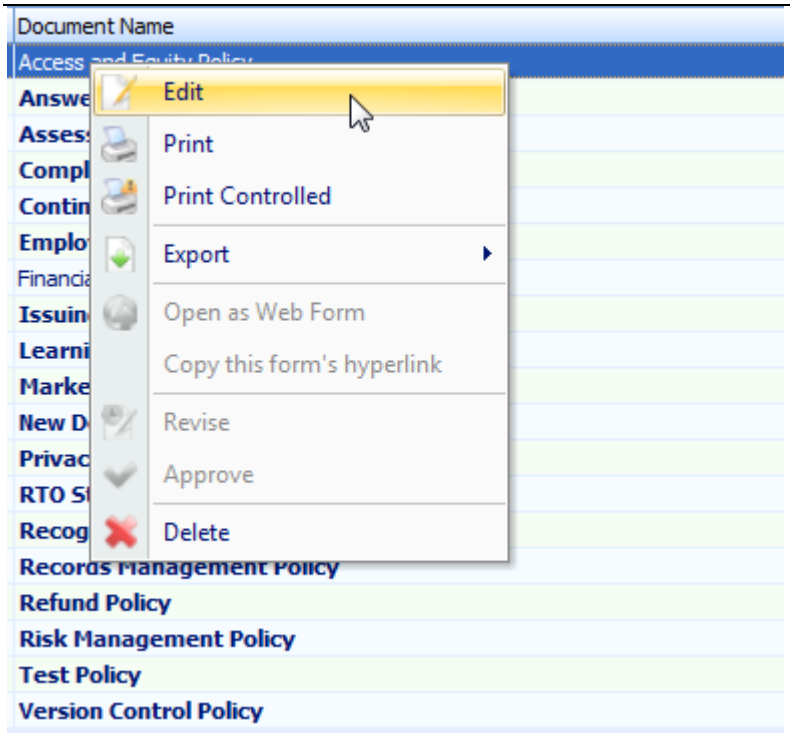
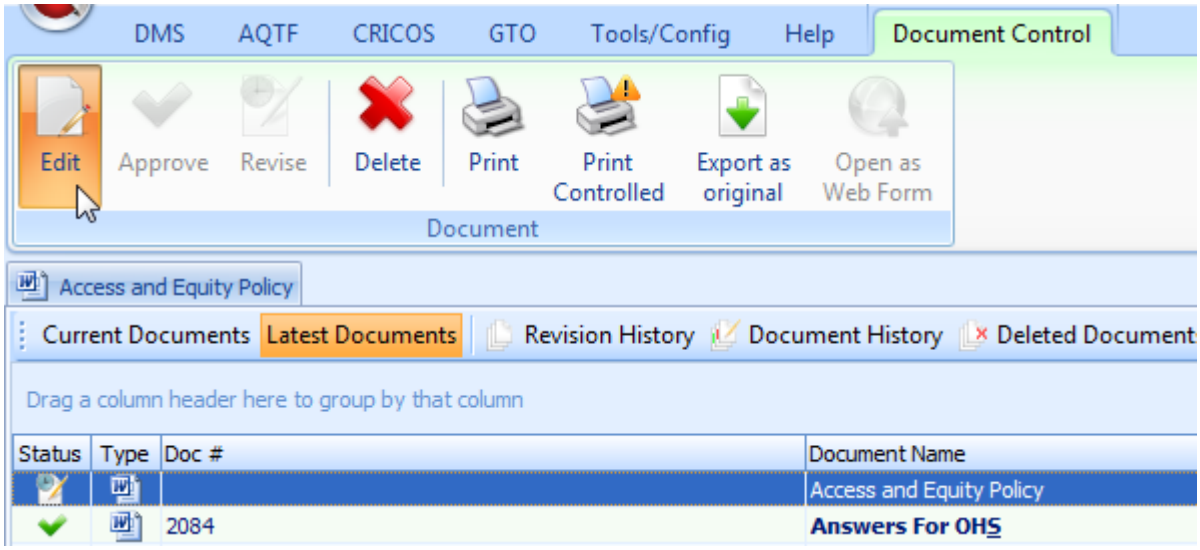


Opening the Embedded Editor.

Right click on the desired document and select edit to open the document for editing in NovaCore.



Alternitevley you can select a document, then click on edit, under the Document Control Tab.

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NovaCore Toolbox

The NovaCore toolbox is divided into four sections the first is the Control Section.
Here you can do the following tasks:

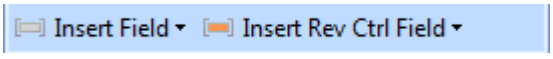
a. Close a Document

b. Save Document, and continue editing.

c. Save as Complete, which also exits the document.

d. Print Uncontrolled & Print Controlled

(If a document is printed as uncontrolled, it will be watermarked as such on all pages printed)



e. Custom Fields & Revision Fields.

(you can insert any custom field or revision field into your document, which will update, either when the document changes or when custom fields are changed in application options)

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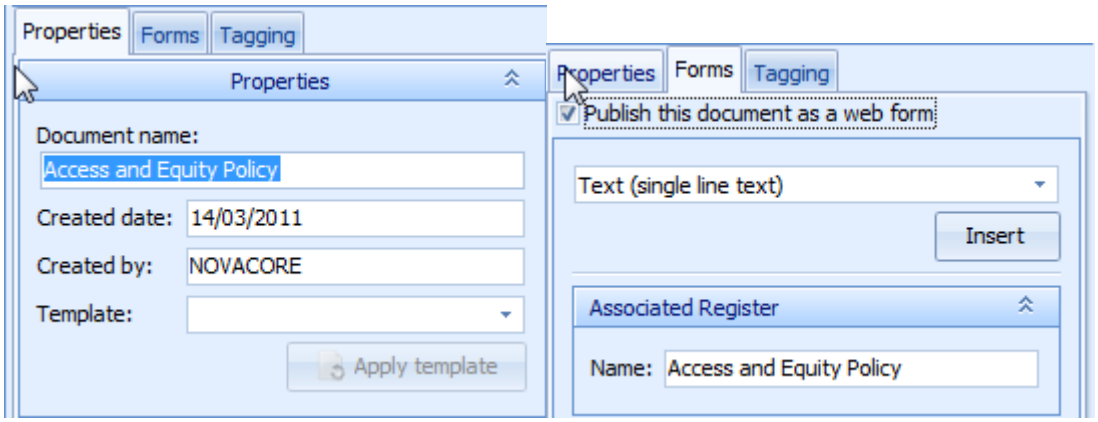

The Second Section is the Properties Section.

Here you can do the following tasks:

- Change the Doucment name.
- See when a Document was created and who it was created by.
- Apply Templates to documents

Forms Tab

Under the forms tab you can also choose to publish this document as a Webform on your local Intranet, and replace text with multiline memo fields, single line text, you can also add radio buttons, check boxes, date selector and more.

Tagging tab

Under the tagging tab, you can insert key words that relate to the document, this can help with cataloguing the document for searches.

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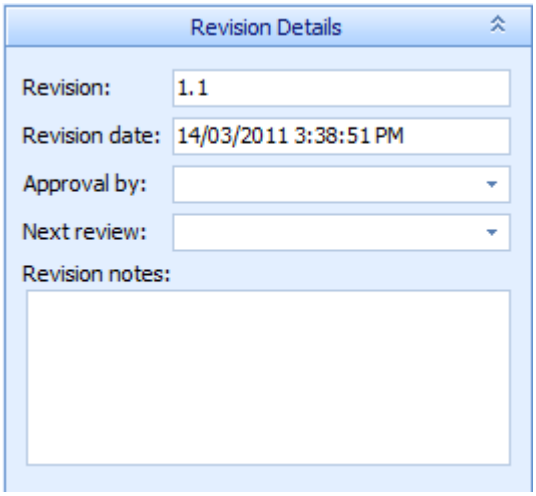
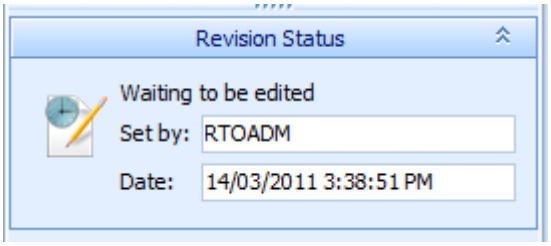
NovaCore Toolbox (Continued…)



The Third section is the Revision Details Section.
Here you can do the folloing tasks.

- View the current revision number
- The date that revision was set
- Set who you would like a Document to be approved by.
- Set when the next review date is due
- Add any revision notes that might be important



The Fourth section is the Revision Status Section

Here you can see who the revision status was set by and the date the revision status was set.

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Rules for Importing Documents

Document Orientation

When documents are imported into NovaCore, they are imported in the Documents original Orientation.

If your document has a Landscape Orientation, it will be imported with the same Orientation, even mixed orientations within documents will import correctly.

Importing Tables

NovaCore does import complex and standard tables. Complex tables are tables that have Split or Merged Cells or Formulas

Importing Formats

NovaCore can not only import Word Documents, it can also import PowerPoint Presentation, Excel Spread sheets and also PDF Documents.

Exporting Formats

NovaCore can export a document as its original format or as a secure PDF file if necessary.

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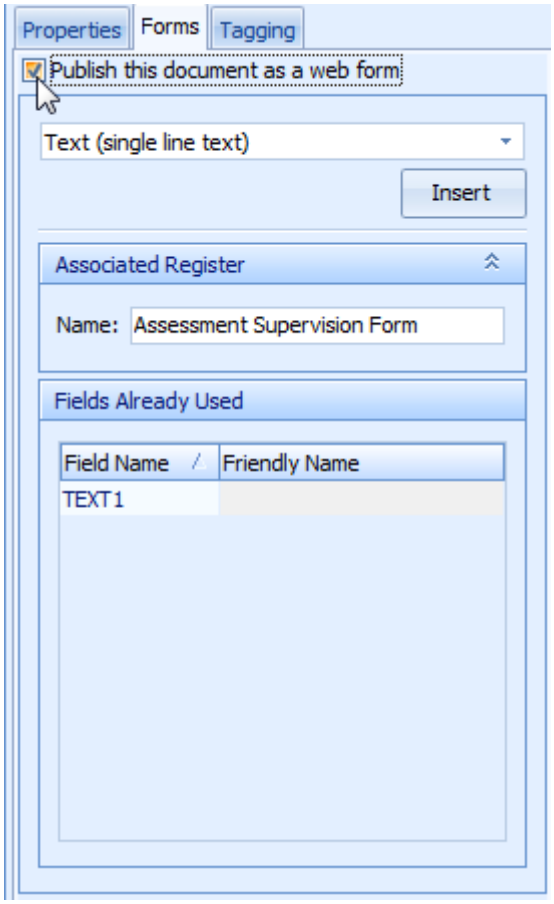
Web Form Publishing
This chapter covers Web form Publishing within NovaCore



When Editing or creating a form, you can click on the forms tab in the properties section of the NovaCore toolbox, and tick the check box that says “Publish this document as a web form”.

This will then enable use of the “Insert” drop down menu, the “Name” for your Document Register and allow you to customise fields with friendly names.

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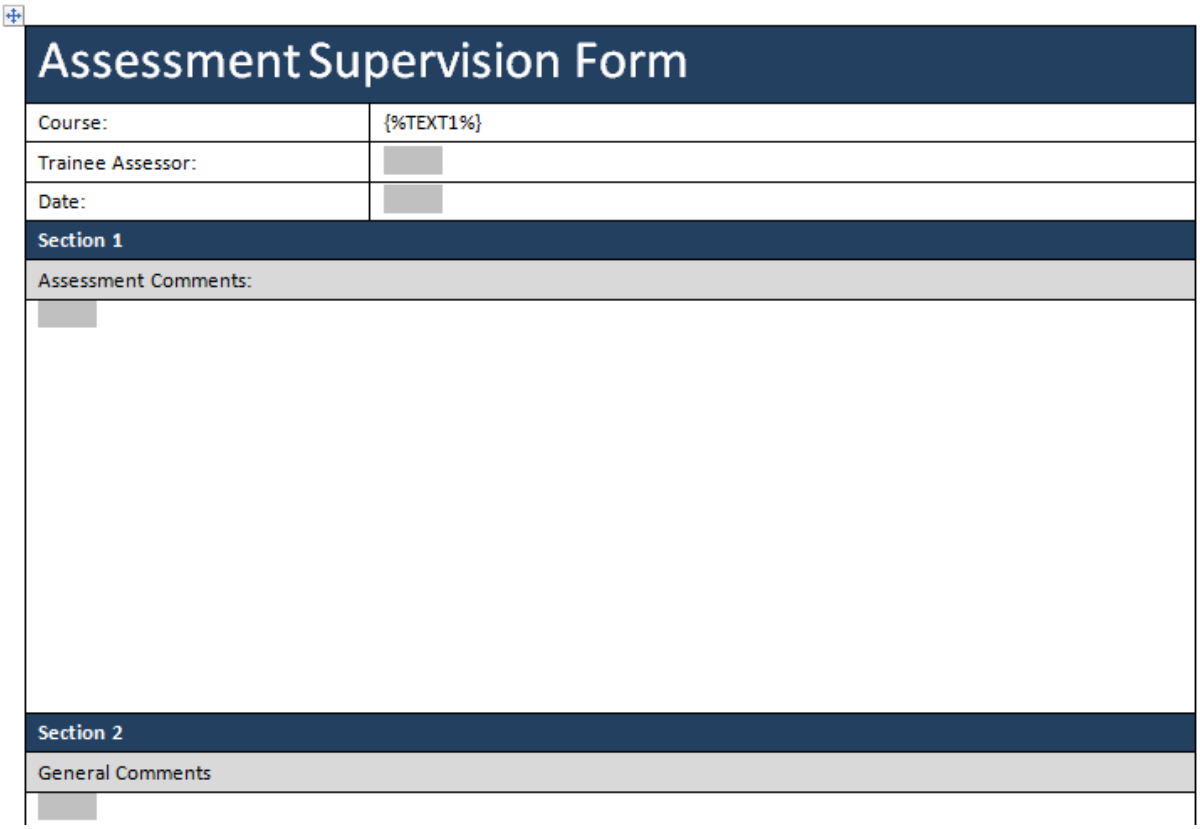
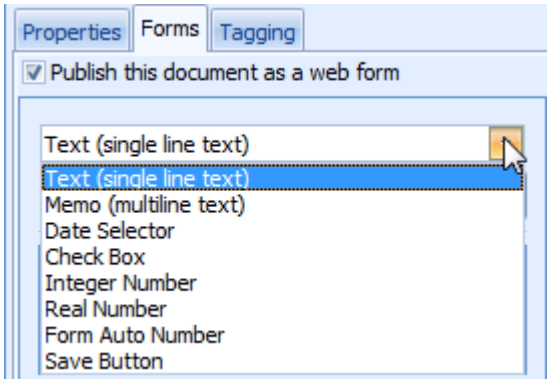


Inserting Web form Fields.

Users can now insert muliple fields in certain area, which will then show up as editable or changeable fields on published webforms.

The Fields which can be Inserted are shown below:



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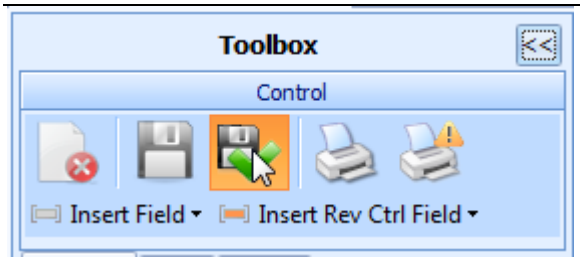
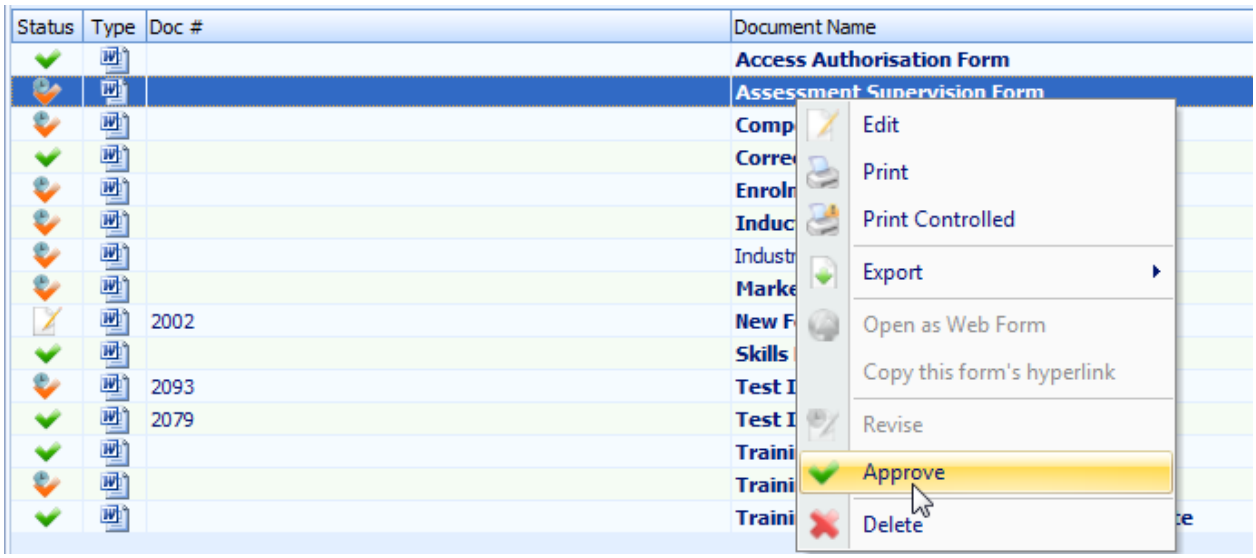
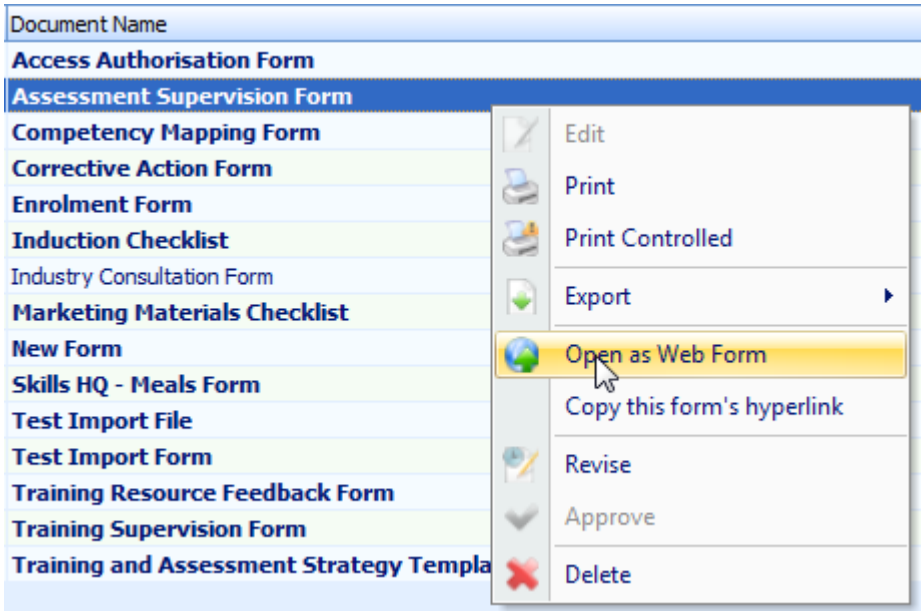


Once the all Web form fields have been inserted you can save as complete.



Then approve the document.



You can then right click on the approved form and select Open as Web Form.

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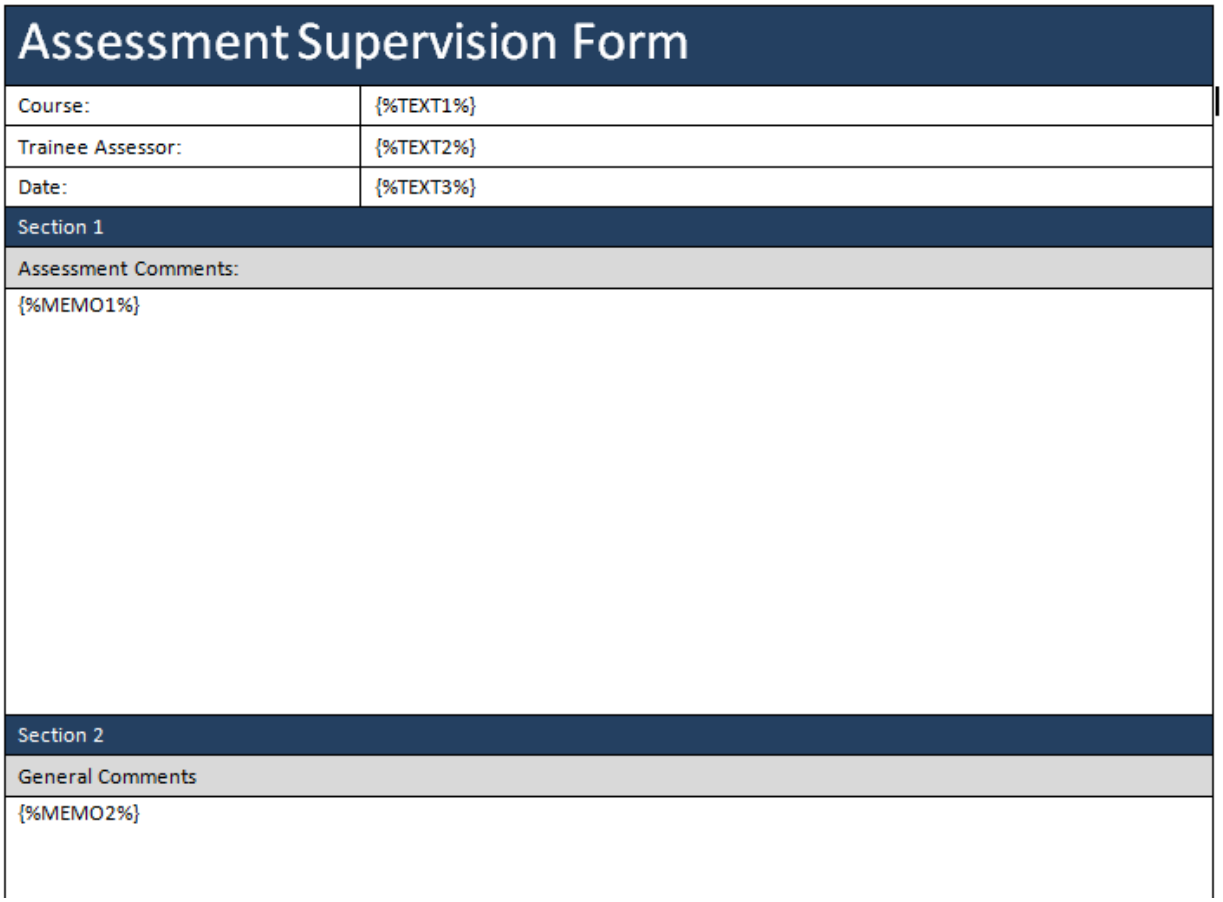
Fig.1



Assessment Supervision Form	
Course:	{%TEXT1%}
Trainee Assessor:	{%TEXT2%}
Date:	{%TEXT3%}
Section 1	
Assessment Comments:	
{%MEMO1%}	
Section 2	
General Comments	
{%MEMO2%}	

Figure 1: Shows the form with Web form fields inserted.

Figure 2: Shows the form Published as a Web form.

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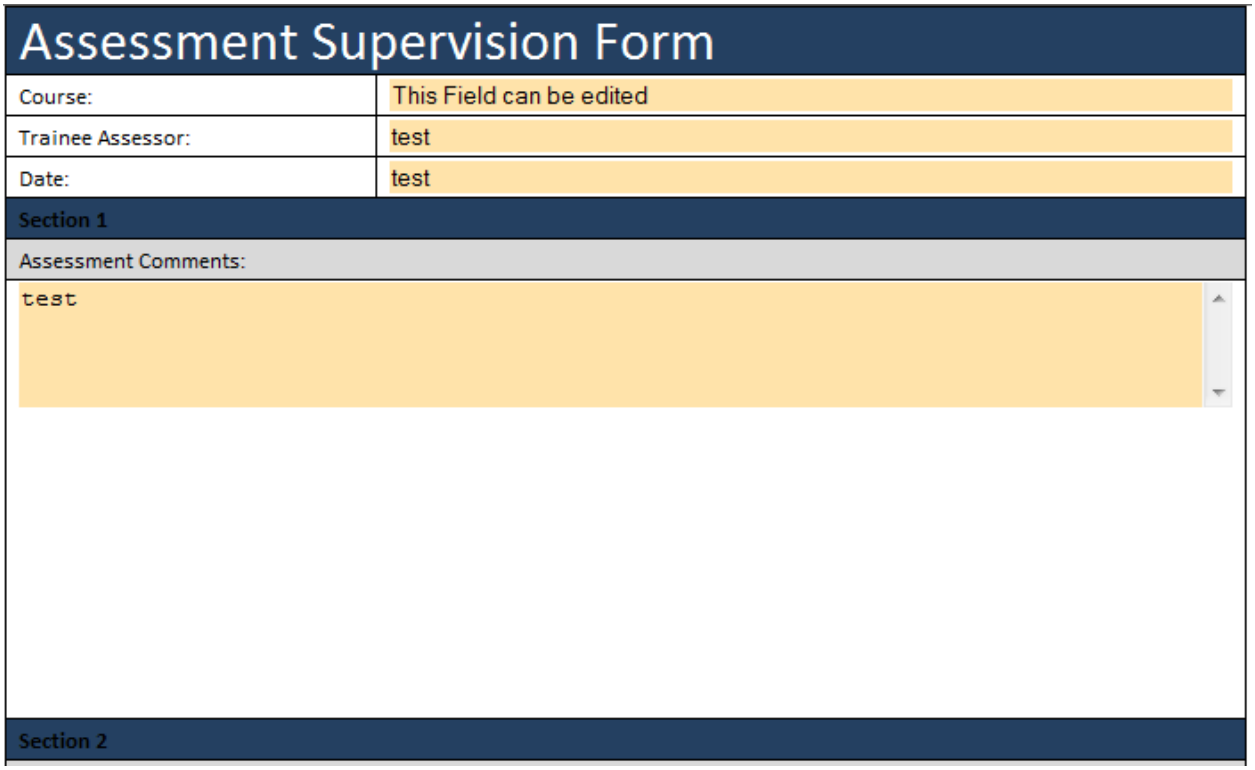
Fig.2



Assessment Supervision Form

Course:	This Field can be edited
Trainee Assessor:	test
Date:	test

Section 1

Assessment Comments:

test

Section 2

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